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Construction Engineering
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AD-A232 096

Life Cycle Management Automation User's Manual: Version 1.1

by
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Life Cycle Management Automation (LCMA) is a microcomputer system to help manage the Army Reserve Inventory of Facilities through their entire life cycle, from acquisition to disposal. The system is made up of several computer programs, all of which access a common database.

The programs included in the LCM are: UNIT, FACILITY, AMSA, BACKLOG, ProjDoc, and MINOR. The programs UNIT, FACILITY, and AMSA collect the basic data used by BACKLOG, ProjDoc, and MINOR. BACKLOG generates the 5-year plan. ProjDoc produces Military Construction, Army Reserve (MCAR) project documentation in minutes. MINOR manages the Minor Construction Program.

LCMA requires no special computer training. It runs on IBM-compatible computers with at least 420K memory, MS DOS 3.1 or higher, 1 floppy disk drive, 8-15 megabytes of free hard disk space for the program, and a printer with a 12 character per inch capability.

LCMA software was developed and fielded by the Facility System Division (FS) of the U.S. Army Construction Engineering Research Laboratory (USACERL). Subsequent versions and program documentation for LCMA will be available from the U.S. Army Corps of Engineers, Huntsville Division (CEHND).

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91 2 25 018

REPORT DOCUMENTATION PAGE

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. AGENCY USE ONLY (Leave Blank)	2. REPORT DATE January 1991	3. REPORT TYPE AND DATES COVERED Final

4. TITLE AND SUBTITLE
Life Cycle Management Automation User's Manual: Version 1.1

6. AUTHOR(S)
Gonzalo Perez, Don Kermath, Yung Pan, and Donald Murnock

5. FUNDING NUMBERS
DACA88-86-Q-0674
DACA88-86-D-0006

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)
U.S. Army Construction Engineering Research Laboratory (USACERL)
2902 Newmark Drive, PO Box 4005
Champaign, IL 61824-4005

8. PERFORMING ORGANIZATION REPORT NUMBER
ADP P-91/14

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)
Office of the Chief, Army Reserve (OCAR)
Headquarters, Department of the Army
Pentagon
Washington, DC 20310

10. SPONSORING/MONITORING AGENCY REPORT NUMBER

11. SUPPLEMENTARY NOTES
Copies are available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161

12a. DISTRIBUTION/AVAILABILITY STATEMENT
Approved for public release; distribution is unlimited.

12b. DISTRIBUTION CODE

13. ABSTRACT (Maximum 200 words)

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The programs included in the LCM are: UNIT, FACILITY, AMSA, BACKLOG, ProjDoc, and MINOR. The programs UNIT, FACILITY, and AMSA collect the basic data used by BACKLOG, ProjDoc, and MINOR. BACKLOG generates the 5-year plan. ProjDoc produces Military Construction, Army Reserve (MCAR) project documentation in minutes. MINOR manages the Minor Construction Program.

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14. SUBJECT TERMS
Life Cycle Management Automation   LCMA   user manuals

15. NUMBER OF PAGES
172

16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT SAR

NSN 7540-01-280-5500

Notice to Program Recipients

FOREWORD

Accession For	
NTIS GRA&I	☑
DTIC TAB	☐
Unannounced	☐
Justification	

By	
Distribution/	
Availability Codes	

Dist	Avail and/or Special
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CHAPTER 1: INTRODUCTION

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Chapter 1: INTRODUCTION

BACKGROUND

Currently the production of construction project reports for Military Construction, Army Reserve (MCAR) is a difficult and protracted stubby pencil drill. Any revisions to a project require total recalculation of project information and total reproduction of the reports. Life Cycle Management Automation (LCMA) software replaces the stubby pencil, producing needed reports in minutes.

LCMA Software provides a computer program to help manage Army Reserve facilities life cycle. The basis for the program is a set of data files containing extensive information on U.S. Army Reserve (USAR) facilities and USAR units, created from information already available to the user. Corrections, changes, and additions are then made by the user to support management of these facilities.

The benefits and advantages of LCMA software are many. Revisions to projects are simple. LCMA software almost instantaneously recalculates the data and produces updated documents. The ability of LCMA software to handle changes allows the manager to judge the impact of varied scheduling, stationing, and/or construction options.

No special computer training is required to use LCMA software. The programs are designed to provide maximum user friendliness.

OBJECTIVE

The objective of this work was to create an integrated system to help manage the Army Reserve Inventory of Facilities through their entire life cycle, from acquisition to disposal.

APPROACH

The following criteria were chosen to ensure maximum use at all levels; the proposed programs must be stand-alone; the user should need no knowledge of data base programming to use the program; the source code must not be vulnerable to unintentional or unauthorized changes. After extensive review of data base programs and accompanying compilers, DBXL was selected as the computer language for the proposed computer program, with Quicksilver as the compiler. The program was made more efficient by using RTlink to create a series of overlay files from which the program could run while using less computer memory. The program was developed for IBM-compatible microcomputers using MS-DOS™ (version 3.1 or higher), and printers with 12-character-per-inch capability.

MODE OF TECHNOLOGY TRANSFER

The program and documentation for subsequent versions of LCMA will be available from the U.S. Army Corps of Engineers, Huntsville Division (CEHND), as Assigned Responsible Agency (ARA).

CHAPTER 2: OVERVIEW OF LIFE CYCLE MANAGEMENT AUTOMATION SOFTWARE

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Chapter 2: OVERVIEW OF LIFE CYCLE MANAGEMENT SOFTWARE

INTRODUCTION

Life Cycle Management Automation is a microcomputer system created to manage the Army Reserve Inventory of Facilities through their entire life cycle, from acquisition to disposal. The system is composed of several computer programs, all of which access a common data base. Each program supports a different managerial requirement in the facility life cycle. The relationship among the different programs and the data base is shown in Figure 2.1.

LIFE CYCLE MANAGEMENT
Automation Architecture
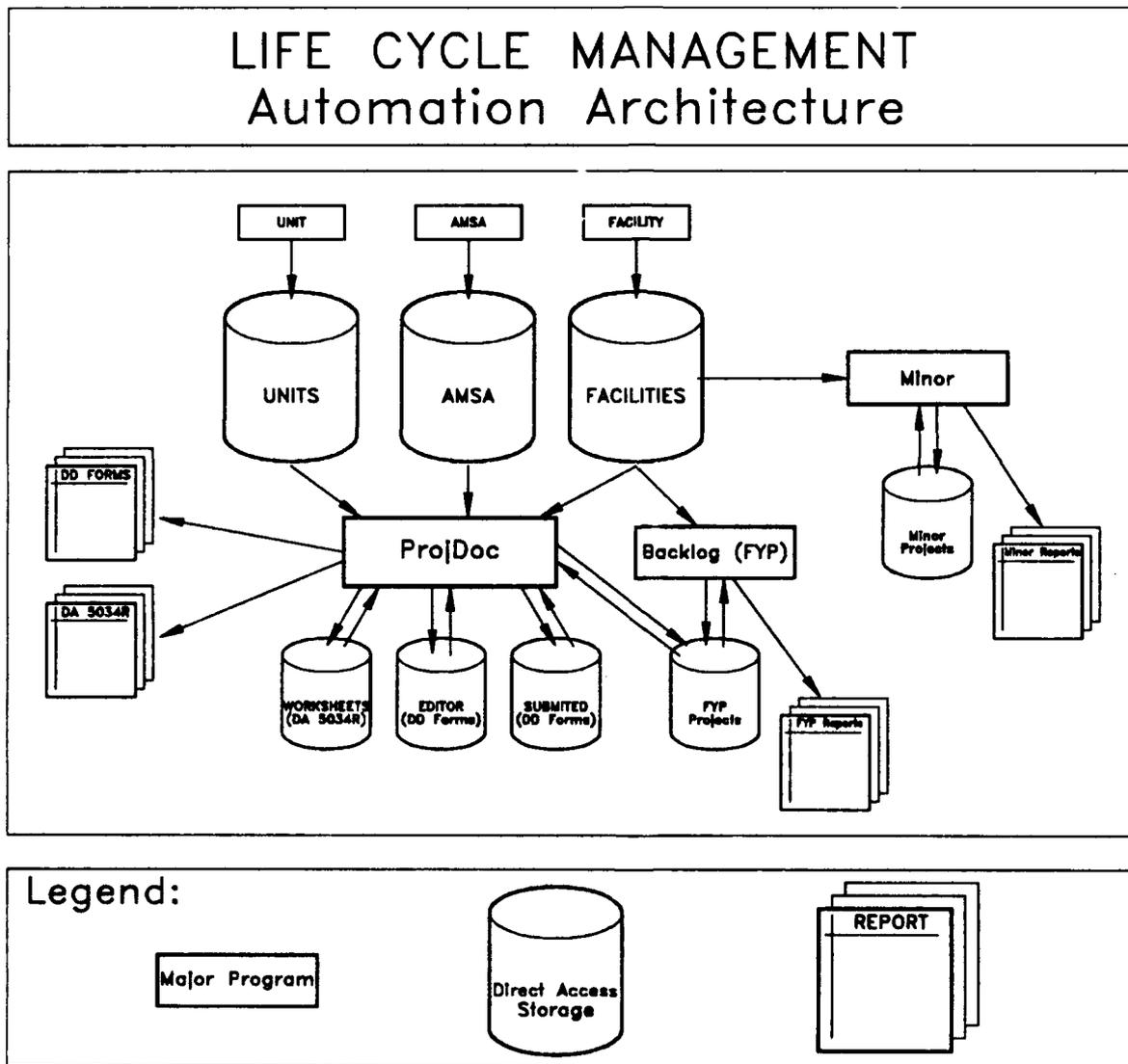
Figure 2.1

The programs included in the LCMA are: UNIT, FACILITY, AMSA, BACKLOG, ProjDoc, and MINOR. The programs UNIT, FACILITY, and AMSA collect the basic data to be used by BACKLOG, ProjDoc, and MINOR. The integrated design of LCMA makes data collection a one-time effort from which the rest of the programs start. In addition, LCMA Software also includes a few utilities to help operate and maintain the data base.

UNIT gathers and maintains a data inventory of U.S. Army Reserve Units to be used by the other LCMA programs. Chapter 3 explains the use of UNIT.

FACILITY gathers and maintains a data inventory of USAR centers to be used by the other LCMA programs. Chapter 4 explains the use of FACILITY.

AMSA gathers and maintains a data inventory of Area Maintenance Support Activities (AMSA) centers to be used by the other LCMA programs. Chapter 5 explains the use of AMSA.

BACKLOG generates the 5-year plan as described in Army Regulation (AR) 140-478. Chapter 6 explains the use of BACKLOG.

ProjDoc produces MCAR project documents that are incorporated into the Military Construction Program, U.S. Army, Green Book. Army Regulations AR 140-478 and AR 140-485 describe the different forms and procedures required to document a project. Chapter 7 explains the use of ProjDoc.

MINOR manages the Minor Construction Program as described in the Army Regulations 140-478. Chapter 8 explains the use of MINOR.

An installation program is also included that automatically installs all the LCMA programs.

PROGRAM ACCESS

LCMA uses a menu system to facilitate ACCESS to the different programs. To start the main menu from the directory where the programs are, just type "AUTO" at the DOS prompt. Figure 2.2 shows the main menu of LCMA.

```
+----------------------------------------------------------+
|              MCAR Life Cycle Management Automation        |
+----------------------------------------------------------+
|                                                          |
|            1.  Programs                                  |
|                                                          |
|            2.  Utilities                         .       |
|                                                          |
|            3.  Reports                                   |
|                                                          |
|            4.  Return to DOS                             |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                  Life Cycle Management                   |
+----------------------------------------------------------+
| 16 May 1989 12:01:34                     Memory: 345 K   |
+----------------------------------------------------------+
```
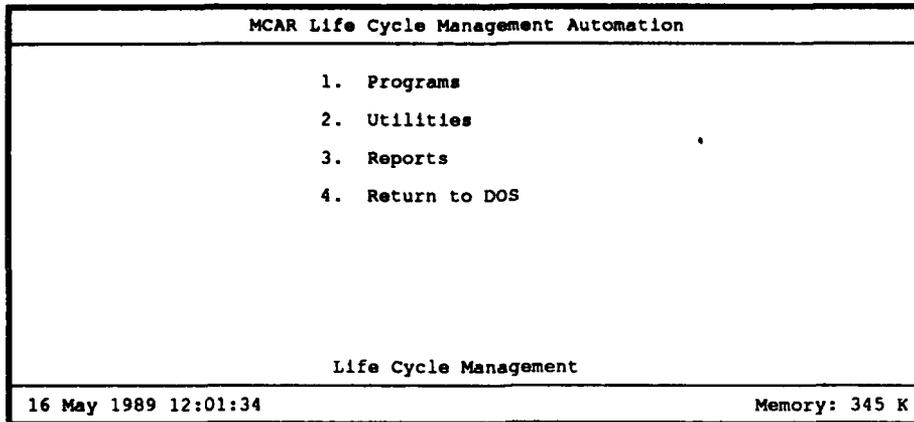
Figure 2.2

Choices 1, 2, and 3 provide three alternative paths to different parts of LCMA Software; choice 4 provides an exit to DOS. There are two possible ways to select an item from the menu: (1) by typing the number corresponding to the selected choice; (2) by highlighting the selected choice with the arrow keys and then pressing enter. Figure 2.3 shows the computer screen after selecting number 1 from the main menu. Figure 2.4 shows the screen after choosing option 2 from the main menu.

Selecting any of the programs or utilities in Figures 2.3 or 2.4 automatically starts the corresponding program.

```
+----------------------------------------------------------+
|              MCAR Life Cycle Management Software          |
+----------------------------------------------------------+
|                                                          |
|               1.  Unit                                   |
|                                                          |
|               2.  Facility                               |
|                                                          |
|               3.  AMSA                                   |
|                                                          |
|               4.  Backlog                                |
|                                                          |
|               5.  ProjDoc                               |
|                                                          |
|               6.  Minor                                  |
|                                                          |
|               7.  Return to LCMA Menu                    |
|                                                          |
|                                                          |
+----------------------------------------------------------+
| 16 May 1989 12:01:34                     Memory: 345 K   |
+----------------------------------------------------------+
```
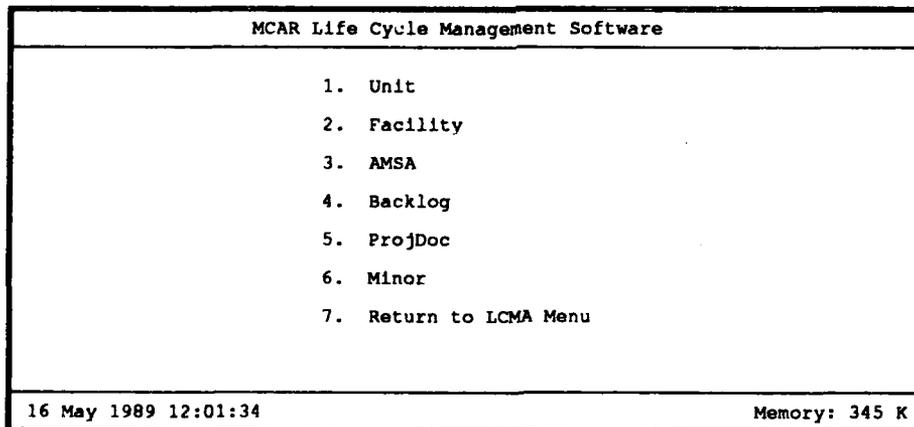
Figure 2.3

```
┌─────────────────────────────────────────────────────────────┐
│                    USAR LCMA Utilities                      │
├─────────────────────────────────────────────────────────────┤
│                                                             │
│              1.  Data Base Directory                        │
│                                                             │
│              2.  Data File Maintenance                      │
│                                                             │
│              3.  Project Import/Export                      │
│                                                             │
│              4.  Facility Import/Export                     │
│                                                             │
│              5.  Unit Import/Export                         │
│                                                             │
│              6.  Return to LCMA Menu                        │
│                                                             │
│                                                             │
│                                                             │
├─────────────────────────────────────────────────────────────┤
│  16 May 1989 12:01:34                        Memory: 345 K  │
└─────────────────────────────────────────────────────────────┘
```

Figure 2.4

HOW TO USE LCMA SOFTWARE

For the LCMA program to generate any report or form, the corresponding data must already exist in the data base. The validity of the reports generated by LCMA programs will be, at best, as good as the validity of the data in the data base. In other words, the common wisdom of "GARBAGE IN GARBAGE OUT" also holds for LCMA software. Figure 2.5 shows the most appropriate way of using LCMA programs.

2-5

How To Use LCM

First Time Use

UNIT

AMSA

FACILITY

Enter and Maintain
Data Inventory Through
UNIT program,
FACILITY program, and
AMSA program.

Future Modules

Common Pool of Data

Backlog

Real Estate

Proj|Doc

Minor

**After Data
Inventory is
Entered and
Maintained.**

**Generate
Reports**
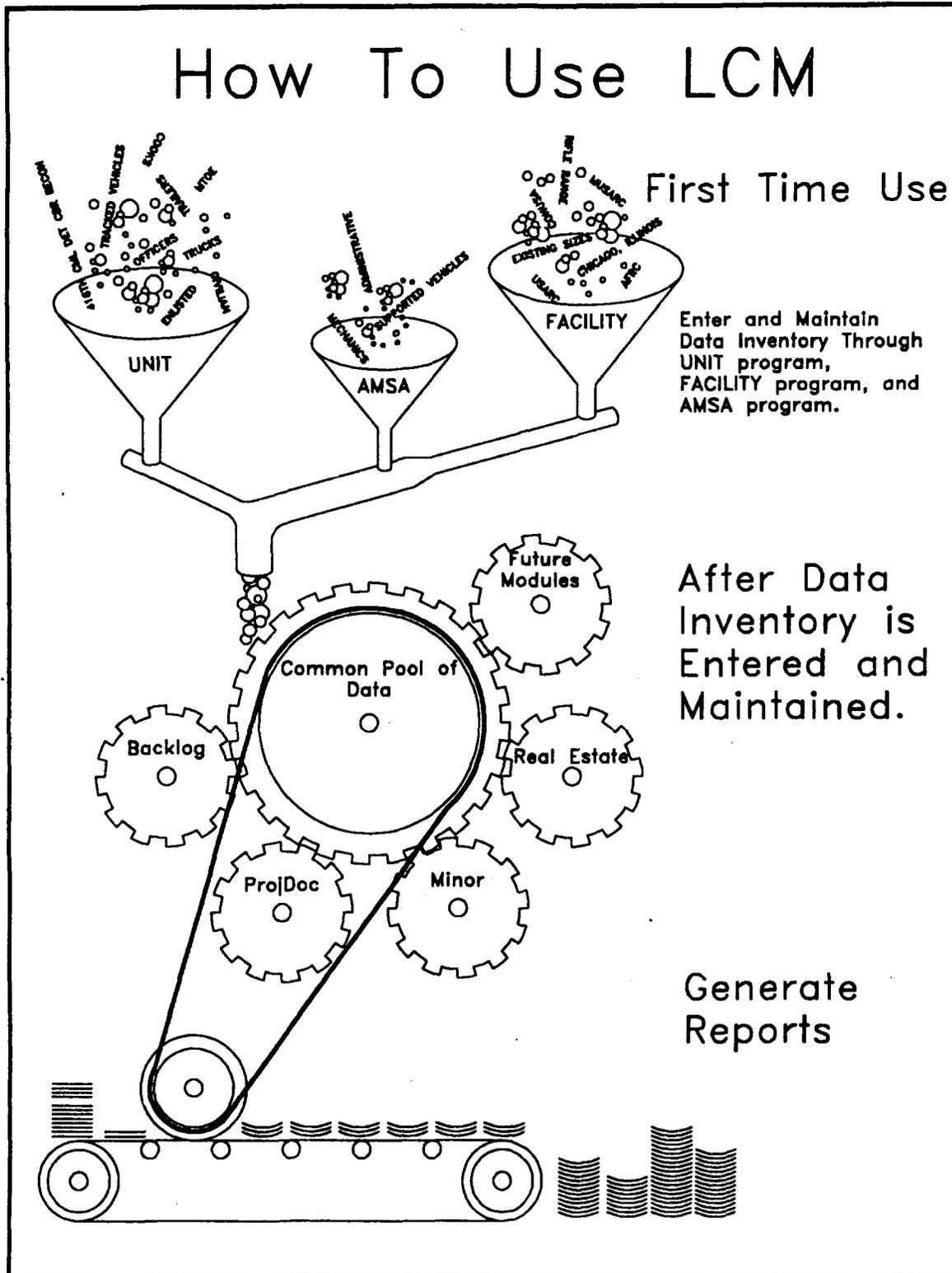
Figure 2.5

CHAPTER 3: UNIT

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Chapter 3: UNIT

INTRODUCTION

The purpose of UNIT is to collect and maintain data pertaining to U.S. Army Reserve Units so that other LCMA programs can use it. For instance, ProjDoc uses the data collected by UNIT to calculate project requirements. Moreover, using UNIT is the only way in which units data can be entered into the LCMA data base.

UNIT stores units data in a file called "AR_UNITS" by creating a record for each Army Reserve Unit entered in the data base. Since records are organized by Unit Identification Code (UIC), two different units cannot have the same UIC. In other words, each unit has a unique UIC.

To start UNIT, select choice 1 from the MCAR Life Cycle Management Software menu (Figure 3.1). Figure 3.2 shows the first screen of UNIT.

```
╔══════════════════════════════════════════════════════════════════════╗
║              MCAR Life Cycle Management Software                       ║
╟──────────────────────────────────────────────────────────────────────╢
║                                                                        ║
║                    1.   Unit                                           ║
║                                                                        ║
║                    2.   Facility                                       ║
║                                                                        ║
║                    3.   AMSA                                           ║
║                                                                        ║
║                    4.   Backlog                                        ║
║                                                                        ║
║                    5.   ProjDoc                                        ║
║                                                                        ║
║                    6.   Minor                                          ║
║                                                                        ║
║                    7.   Return to LCMA Menu                            ║
║                                                                        ║
║                                                                        ║
╟──────────────────────────────────────────────────────────────────────╢
║ 16 May 1989 12:01:34                              Memory:  345 K       ║
╚══════════════════════════════════════════════════════════════════════╝
```

Figure 3.1

```
┌── Unit:       ─┌──────────────────────────┐─ Deleted: ──────┐
│                │      Basic Information    │                 │
│                └──────────────────────────┘                 │
│                                                             │
│           UNIT                                              │
│             Name:                                           │
│             Drill Weekend 1, 2, or 3:                       │
│                                                             │
│                                                             │
│           TYPE OF UNIT              ACCOUNTS                 │
│             MTOE Unit     :           Unit Supply :         │
│             TDA Unit      :           COMSEC      :         │
│             USAR School   :                                 │
│                                                             │
│           FACILITY ID NUMBER OF CURRENT UNIT LOCATION       │
│                 Facility ID :                               │
│                                                             │
│           PROPOSED UNIT? :                                  │
│                                                             │
│                                                             │
└─┌─────────────────────────────────────────────────────────┐─┘
  │ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │
  └─────────────────────────────────────────────────────────┘

      PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 04
```

Figure 3.2

THE SCREEN MENU BAR

The bottom of the Basic Information screen has a menu bar with commands that control the screens. When this screen is first accessed, control will be in this menu. On the screen will be the information for the first unit in the data base. The screen menu bar will allow you to access and edit all of the units basic information in the data base. Either press the space bar to move the highlight over the command and press the [Enter] key to initiate the command, or type the letter preceding the command needed. Each of the commands is explained below.

↑↓ **Browse:** Use the up and down arrow keys to see the next and previous units in the data base respectively.

F: First: Select First or type [F] to display the first record in the units file.

L: Last: Select Last or type [L] to display the last record of the units file.

E: Edit: Select Edit or type [E] to change any of the information in the unit record that is on the screen at that time. When Edit is chosen, a cursor appears under the first letter of the first block of information on the screen. Use the arrow keys(↑↓) to move the cursor around the screen. Once the cursor is in the correct position, either type over the contents of the box if the Insert key is off, or add to the contents of the box if the insert key is on. Press the [PgDn] key to save your work and reactivate the menu bar at the bottom of the screen.

D: Delete: Select Delete or type [D] to delete the current unit displayed on the screen. The delete option is explained on page 3-9.

S: Search: Select Search or type [S] to locate and recall a unit record and display it on the screen. This option will also allow you to create a new unit. The Search option is explained more below.

Q: Quit: Select Quit or type [Q] to exit the current screen and return to the menu, which in this case is the MCAR Life Cycle Management Software menu.

SEARCHING FOR AN EXISTING UNIT

Select Search or type [S] to locate and recall a unit record and display it on the screen. This option will also allow you to create a new unit. When this command is initiated, a search screen will appear as shown in Figure 3.3. From the unit Search Screen you can identify a specific unit by entering the entire Unit ID Code or partial information for Unit Name information. After entering the desired information, press the [PgDn] key to start the search.

```
┌──────────────────┤        Unit Search Screen        ├──────────────────┐
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│              Unit ID Code:                                              │
│              Unit Name   :                                              │
│                                                                         │
│                                                                         │
│                                                                         │
│         Fill in desired search conditions.  Leave the rest blank they   │
│         will be ignored.                                                 │
│                                                                         │
│                                                                         │
└──────┤  Use ↑↓→ keys to move around the screen.  PgDn to finish. ├──────┘
```
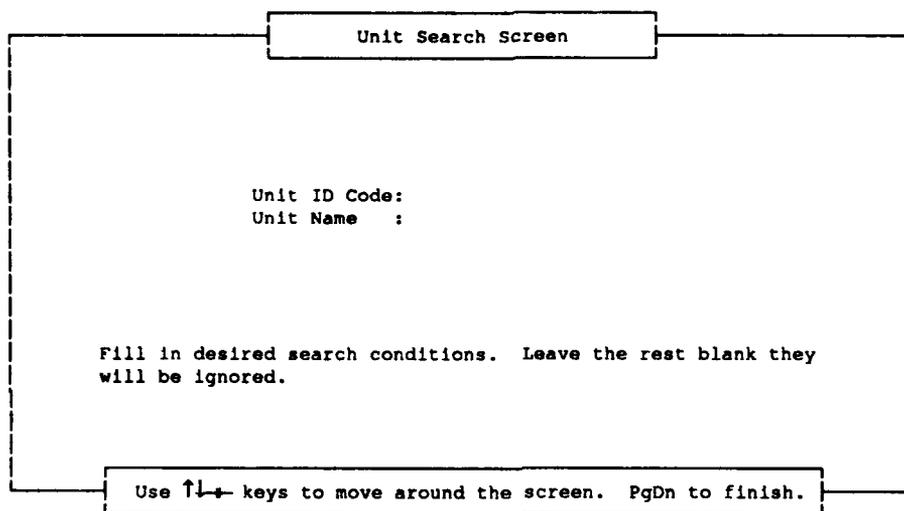
Figure 3.3

If UNIT finds one (and only one) match to the information you have supplied, the information for that unit will then be immediately displayed on the Unit Search Screen. UNIT may find many matches if you simply supply a partial Unit Name. It will prompt you to scroll through the units identified by the Search Screen until the unit you are seeking is located. Type [Y] and press the [Enter] key if you do not want a unit, type [N] and press the [Enter] key if the unit you want appears on the screen as shown in Figure 3.4.

```
┌─────────────────────────────────────┐
│            Unit Search Screen            │
└─────────────────────────────────────┘



         Unit ID Code: WQ7TAA
         Unit Name   : 15TH MA MICHIGAN




    Fill in desired search conditions.  Leave the rest blank they
    will be ignored.
        Continue searching? (Y/N)  Y

        Working .. .. ..

    Use ↑↓→← keys to move around the screen.  PgDn to finish.
```
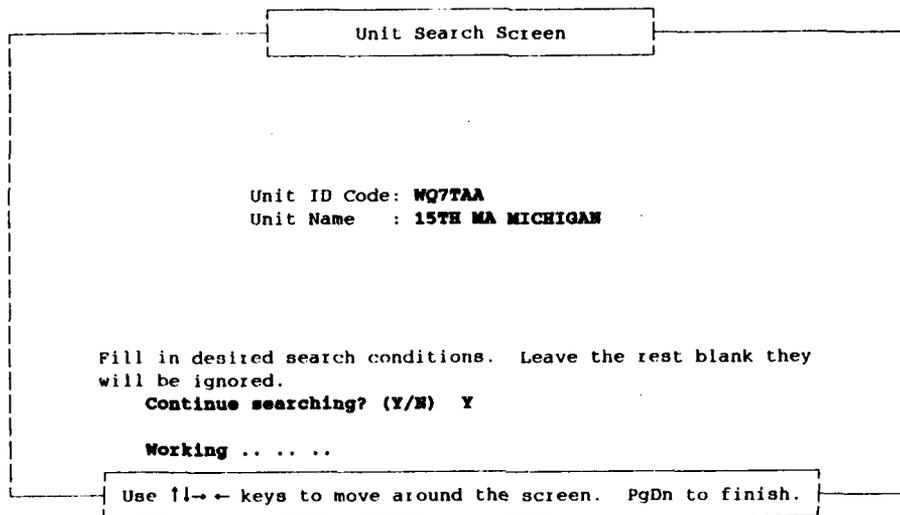
Figure 3.4

If UNIT is unable to find a match for the information, it will display a prompt at the bottom of the search screen as shown in Figure 3.5

```
┌─────────────────────────────────────┐
│            Unit Search Screen            │
└─────────────────────────────────────┘




         Unit ID Code:
         Unit Name   :




    Fill in desired search conditions.  Leave the rest blank they
    will be ignored.
        No records match search criteria

        Create a NEW Unit? (Y/N)

    Use ↑↓→← keys to move around the screen.  PgDn to finish.
```
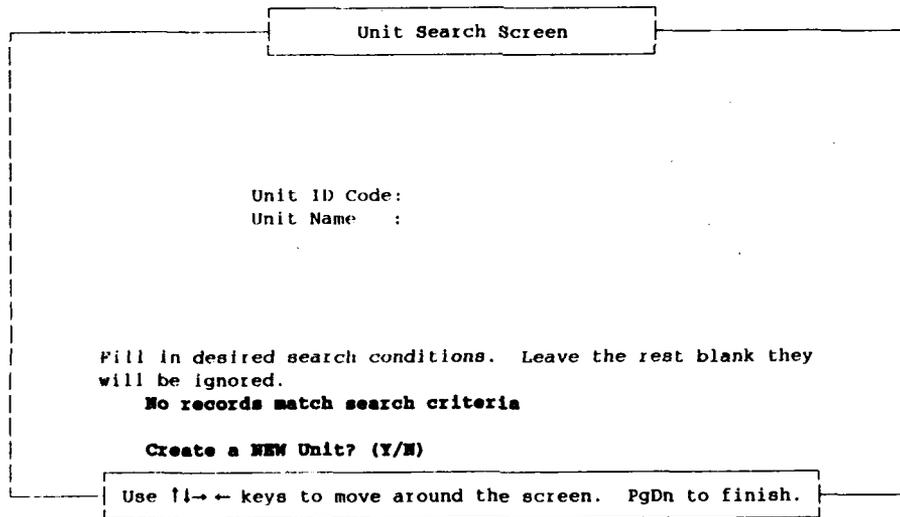
Figure 3.5

At this point, you may type [N] and press the [Enter] key to return to the screen where you initiated the search, or you may type [Y] and press the [Enter] key to create a new unit.

CREATING A NEW UNIT

To create a new unit, enter the new Unit ID Code on the Unit Search screen as shown in Figure 3.6. The Unit ID must consist of 6 characters or numbers. You can also include a Unit Name to go along with it. When you are finished, press the [PgDn] key. A message will be displayed indicating that the unit could not be found, and asking if you would like to create a new unit using the UIC given.

```
                    ┌──────────────────────────────┐
┌───────────────────┤      Unit Search Screen      ├────────────────────┐
│                   └──────────────────────────────┘                     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│               Unit ID Code:                                            │
│               Unit Name    :                                           │
│                                                                        │
│                                                                        │
│                                                                        │
│         Fill in desired search conditions.  Leave the rest blank; they │
│         will be ignored.                                               │
│             No records match search criteria                           │
│                                                                        │
│             Create a NEW Unit? (Y/N)                                   │
│                   ┌──────────────────────────────────────────────────┐ │
└───────────────────┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish. ├─┘
                    └──────────────────────────────────────────────────┘
```
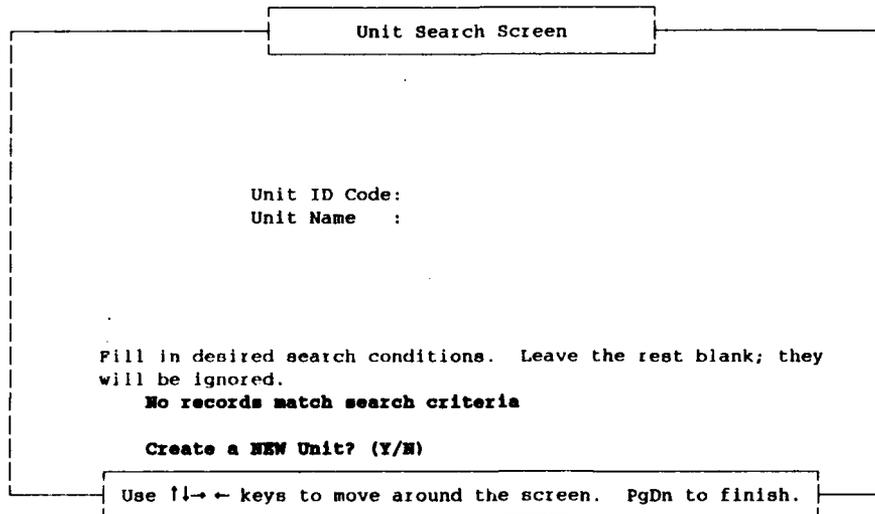
Figure 3.6

Type [Y] and press the [Enter] key to create the new unit. UNIT will then display the current screen with the new unit you have just created (Figure 3.7). By doing so, the program creates a record with the corresponding Unit Identification Code but no relevant information. To enter the rest of the Unit Information, select EDIT from the screen menu bar and edit the unit record as before.

```
┌──── Unit:     ┌──────────────────────────────┐    Deleted: ────────┐
│               ┤      Basic Information        ├                     │
│               └──────────────────────────────┘                     │
│                                                                     │
│         UNIT                                                        │
│           Name:                                                     │
│           Drill Weekend 1, 2, or 3:                                 │
│                                                                     │
│                                                                     │
│         TYPE OF UNIT            ACCOUNTS                            │
│           MTOE Unit   :           Unit Supply :                    │
│           TDA Unit    :           COMSEC      :                    │
│           USAR School :                                            │
│                                                                     │
│         FACILITY ID NUMBER OF CURRENT UNIT LOCATION                │
│             Facility ID :                                          │
│                                                                     │
│         PROPOSED UNIT? :                                           │
│                                                                     │
│   ┌─────────────────────────────────────────────────────────────┐ │
└───┤ ↑↓ Browse   F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├─┘
    └─────────────────────────────────────────────────────────────┘
      PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 04
```
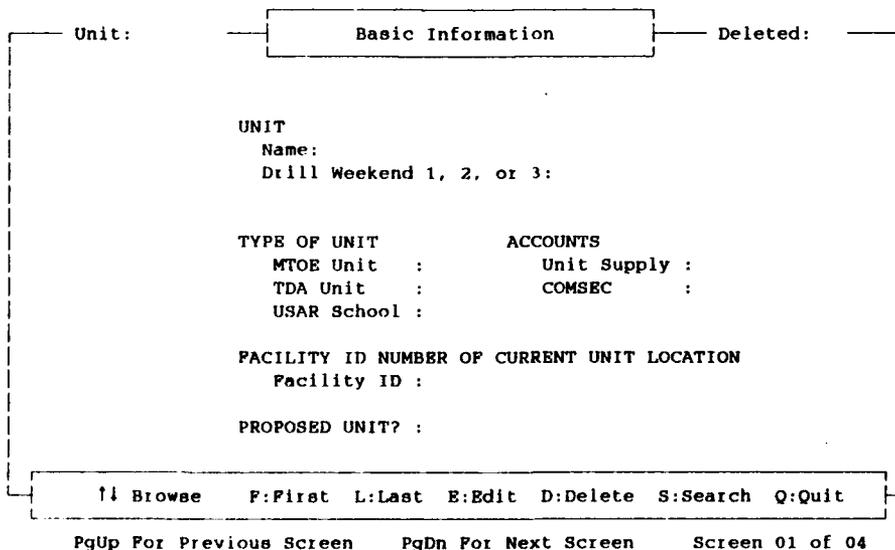
Figure 3.7

EDITING THE UNIT SCREENS

The information to complete a unit record is entered into the data base by editing four screens (Figures 3.8, 3.9, 3.10, and 3.11).

```
┌──── Unit:        ──┌──────────────────────┐── Deleted:  ────┐
│                     │   Basic Information   │                 │
│                     └──────────────────────┘                 │
│                                                              │
│          UNIT                                                │
│            Name:                                             │
│            Drill Weekend 1, 2, or 3:                         │
│                                                              │
│                                                              │
│          TYPE OF UNIT              ACCOUNTS                  │
│            MTOE Unit   :             Unit Supply :           │
│            TDA Unit    :             COMSEC      :           │
│            USAR School :                                     │
│                                                              │
│          FACILITY ID NUMBER OF CURRENT UNIT LOCATION        │
│              Facility ID :                                   │
│                                                              │
│          PROPOSED UNIT? :                                    │
│                                                              │
│  ┌────────────────────────────────────────────────────────┐│
└──│ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │──┘
   └────────────────────────────────────────────────────────┘
    PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 04
```

Figure 3.8

```
Unit Name:
┌──── Unit:        ──┌──────────────────────┐── Deleted:  ────┐
│                     │  Strength Information │                 │
│                     └──────────────────────┘                 │
│                                                      .       │
│                                                              │
│          UNIT STRENGTH             Officer   Enlisted  Civilian │
│            RESERVE     Authorized:                          │
│                        Assigned  :                          │
│          FULL TIME     Authorized:                          │
│                        Assigned  :                          │
│                                                              │
│                                                              │
│          LOCATION OF FULL TIME OFFICES                      │
│            Administrative              :                     │
│            Supply                      :                     │
│            Maintenance Administrative  :                     │
│            Maintenance Mechanics       :                     │
│  ┌────────────────────────────────────────────────────────┐│
└──│ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │──┘
   └────────────────────────────────────────────────────────┘
    PgUp For Previous Screen    PgDn For Next Screen    Screen 02 of 04
```

Figure 3.9

```
Unit Name:

 ┌── Unit:        ┌─────────────────────────────┐ ── Deleted: ──────┐
 │                │  Officers and Special Space │                   │
 │                └─────────────────────────────┘                   │
 │                                                                  │
 │          SENIOR OFFICERS                                         │
 │             Major General           :                            │
 │             Brigadier General       :                            │
 │             Colonel                 :                            │
 │             Principal Staff Officers :                           │
 │                                                                  │
 │                                                                  │
 │          RESERVE PERSONNEL REQUIRING SPECIALIZED SPACE           │
 │             Is There A HQ DET/CO Included           :            │
 │             Unit Members Requiring Open Office Space :           │
 │             Cooks                                   :            │
 │             Unit Mechanics                          :            │
 │             Unit Maintenance Administrative Personnel:           │
 │                                                                  │
 │                                                                  │
 │  ┌────────────────────────────────────────────────────────────┐ │
 └──│ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │──┘
    └────────────────────────────────────────────────────────────┘

    PgUp For Previous Screen     PgDn For Next Screen     Screen 03 of 04
```

Figure 3.10

```
Unit Name:

 ┌── Unit:        ┌─────────────────────────────┐ ── Deleted: ──────┐
 │                │  Unit Equipment Information  │                   │
 │                └─────────────────────────────┘                   │
 │                                                                  │
 │                                                                  │
 │          UNIT EQUIPMENT        Authorized    Assigned    Actual  │
 │             Tracked Vehicles   :                                 │
 │             Wheeled Vehicles   :                                 │
 │             Trailers           :                                 │
 │             Crew Served Weapons:                                 │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │  ┌────────────────────────────────────────────────────────────┐ │
 └──│ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │──┘
    └────────────────────────────────────────────────────────────┘

    PgUp For Previous Screen     PgDn For Next Screen     Screen 04 of 04
```

Figure 3.11

Each field is edited by positioning the cursor on it and typing the corresponding information. Pressing the [F1] key will display a help message explaining the information required for the field where the cursor is currently located.

3-8

REMOVING AN EXISTING UNIT FROM THE DATA BASE

Units are removed from the data base by selecting the [D] delete command from the menu bar. When the Delete option is selected, a message shows in the screen asking for confirmation as the one in Figure 3.12. Before answering "Yes," make sure that the unit number showing on the upper left corner of the screen is the one you really want to remove. If you do not want to remove the current Unit, just type [N].

```
┌──── Unit: ─────┌────────────────────┐──── Deleted: ────┐
│                │  Basic Information  │                  │
│                └────────────────────┘                  │
│                                                         │
│             UNIT                                        │
│             Name:                                       │
│        ╔════════════════════════════════════════╗      │
│        ║                                         ║      │
│        ║        Are You Sure You Want Me         ║      │
│        ║           To DELETE This Unit           ║      │
│        ║             [Y]es/[N]o    N             ║      │
│        ║                                         ║      │
│        ╚════════════════════════════════════════╝      │
│                                                         │
│             FACILITY ID NUMBER OF CURRENT UNIT LOCATION │
│                  Facility ID :                          │
│                                                         │
│             PROPOSED UNIT? :                            │
│                                                         │
└──┌─────────────────────────────────────────────────┐──┘
   │ ↑↓ Browse   F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │
   └─────────────────────────────────────────────────┘
      PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 04
```

Figure 3.12

QUITTING THE UNIT PROGRAM

To Quit this program just select Quit from the menu bar or type [Q].

CHAPTER 4: FACILITY

TABLE OF CONTENTS

Chapter 4: FACILITY

INTRODUCTION

The purpose of FACILITY is to collect and maintain data pertaining to U.S. Army Reserve Facilities so that other LCMA programs can use it. For instance, ProjDoc uses the data collected in FACILITY to calculate project requirements. Moreover, using FACILITY is the only way in which facilities data can be entered into the LCMA data base and to begin using ProjDoc. A project cannot exist without a facility.

FACILITY stores facilities data in a file called "AR_FACIL" by creating a record for each Army Reserve Facility entered in the data base. Since records are organized by Facility Identification Code (FAC_ID), two different facilities cannot have the same FAC_ID. In other words, each facility has a unique FAC_ID.

To start FACILITY, select choice 2 from the MCAR Life Cycle Management Software menu (Figure 4.1). Figure 4.2 shows the first screen of FACILITY.

```
┌─────────────────────────────────────────────────────────────────┐
│                MCAR Life Cycle Management Software                │
├─────────────────────────────────────────────────────────────────┤
│                                                                   │
│                   1.   Unit                                       │
│                                                                   │
│                   2.   Facility                                   │
│                                                                   │
│                   3.   AMSA                                       │
│                                                                   │
│                   4.   Backlog                                    │
│                                                                   │
│                   5.   ProjDoc                                    │
│                                                                   │
│                   6.   Minor                                      │
│                                                                   │
│                   7.   Return to LCMA Menu                        │
│                                                                   │
│                                                                   │
├─────────────────────────────────────────────────────────────────┤
│  16 May 1989 12:01:34                            Memory:  345 K   │
└─────────────────────────────────────────────────────────────────┘
```

Figure 4.1

```
┌─ Facility:        ─┤      Basic Information      ├── Deleted:    ──┐
│                   │                             │                 │
│                                                                   │
│             BASIC INFORMATION                                     │
│                 Facility Title:                                   │
│                         Street:                                   │
│                           City:                  State:           │
│                            Zip:                                   │
│                                                                   │
│                         CONUSA:                                   │
│                         MUSARC:                                   │
│                                                                   │
│             OTHER INFORMATION                                     │
│                 Congressional District:                           │
│                 Support Installation  :                           │
│                                                                   │
│             PROPOSED FACILITY? :                                  │
│                                                                   │
│  ┌─────────────────────────────────────────────────────────┐    │
└─┤  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├─┘
   └─────────────────────────────────────────────────────────┘

      PgUp For Previous Screen      PgDn For Next Screen      Screen 01 of 05
```

Figure 4.2

THE SCREEN MENU BAR

The bottom of the Basic Information screen has a menu bar with commands that control the screens. When this screen is first accessed, control will be in this menu. On the screen will be the information for the first facility in the data base. The screen menu bar will allow you to access and edit all of the facilities basic information in the data base. Either press the space bar to move the highlight over the command and press the [Enter] key to initiate the command, or type the letter preceding the command needed. Each of the commands is explained below.

↑↓ **Browse:** Use the up and down arrow keys to see the next and previous facility in the data base, respectively.

F: First: Select First or type [F] to display the first record in the facility file.

L: Last: Select Last or type [L] to display the last record of the facility file.

E: Edit: Select Edit or type [E] to change any of the information in the facility record that is on the screen at that time. When Edit is chosen, a cursor appears under the first letter of the first block of information on the screen. Use the arrow keys (↑↓) to move the cursor around the screen. Once the cursor is in the correct position, either type over the contents of the box if the Insert key is off, or add to the contents of the box if the insert key is on. Press the [PgDn] key to save your work and reactivate the menu bar at the bottom of the screen.

D: Delete: Select Delete or type [D] to delete the current facility displayed on the screen. The delete option is explained more on page 4-9.

S: Search: Select Search or type [S] to locate and recall a facility record and display it on the screen. This option will also allow you to create a new facility. The Search option is explained more on the next page.

4-3

Q: Quit: Select Quit or type [Q] to exit the current screen and return to the previous menu, which in this case is the MCAR Life Cycle Management Software menu.

SEARCHING FOR AN EXISTING FACILITY

Select Search or type [S] to locate and recall a facility record and display it on the screen. This option will also allow you to create a new facility. When this command is initiated, a search screen will appear (Figure 4.3). From the Facility Search Screen, you can identify a specific facility by entering the entire Facility ID Code or partial information for Facility Name information. After entering the desired information press the [PgDn] key to start the search.

```
┌─────────────────────────┤ Facility Search Screen ├─────────────────────────┐
│                                                                              │
│  Facility ID   :                                                             │
│  Facility Name :                                                             │
│  Street        :                                                             │
│  City          :                          State:       Zip Code:            │
│                                                                              │
│  MUSARC        :                          CONUSA:                            │
│                                                                              │
│            Action Officers                           Action Officers         │
│  MUSARC :                           OCAR    :                                │
│  CONUSA :                           FORSCOM:                                 │
│                                                                              │
│            Fill in any desired search conditions.                            │
│                                                                              │
│                                                                              │
│                                                                              │
└──────────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish. ├───────┘
```
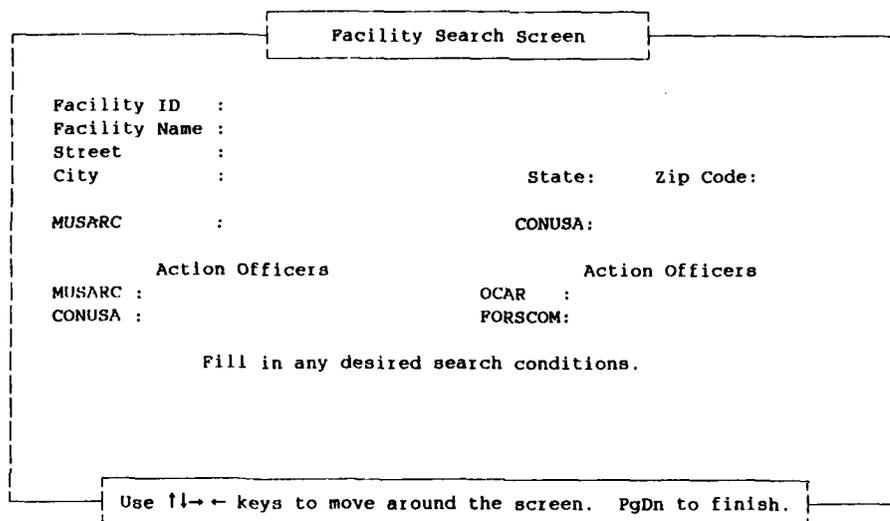
Figure 4.3

If FACILITY finds one (and only one) match to the information you have supplied, the information for that facility will then be immediately displayed on the Facility Search Screen. FACILITY may find many matches if you simply supply partial Facility Information. It will prompt you to scroll through the facilities identified by the Search Screen until the facility you are seeking is located. Type [Y] and press the [Enter] key if you do not want a facility, type [N] and press the [Enter] key if the facility you want appears on the screen as shown in Figure 4.4.

```
┌─────────────────┤ Facility Search Screen ├─────────────────┐
│                                                             │
│  Facility ID    : 28J19                                     │
│  Facility Name  : Ft Bragg                                  │
│  Street         :                                           │
│  City           : Ft Bragg              State: NC  Zip Code:│
│                                                             │
│  MUSARC         :                     CONUSA:               │
│                                                             │
│        Action Officers                Action Officers       │
│  MUSARC :                       OCAR  :                      │
│  CONUSA :                       FORSCOM:                     │
│                                                             │
│          Fill in any desired search conditions.             │
│       Continue searching? (Y/N)  Y                          │
│                                                             │
│       Working .. .. ..                                      │
│  ┌──────────────────────────────────────────────────────┐  │
└──┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish. ├──┘
```

Figure 4.4

If FACILITY is unable to find a match for the information, it will display a prompt at the bottom of the search screen as shown in Figure 4.5.

```
┌─────────────────┤ Facility Search Screen ├─────────────────┐
│                                                             │
│  Facility ID    : 99999                                     │
│  Facility Name  :                                           │
│  Street         :                                           │
│  City           :                       State:     Zip Code:│
│                                                             │
│  MUSARC         :                     CONUSA:               │
│                                                             │
│        Action Officers                Action Officers       │
│  MUSARC :                       OCAR  :                      │
│  CONUSA :                       FORSCOM:                     │
│                                                             │
│          Fill in any desired search conditions.             │
│       No records match search criteria                      │
│                                                             │
│       Create a NEW Facility? (Y/N)                          │
│  ┌──────────────────────────────────────────────────────┐  │
└──┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish. ├──┘
```

Figure 4.5

At this point, you may type [N] and press the [Enter] key to return to the screen where you initiated the search, or you may type [Y] and press the [Enter] key to create a new facility.

4-5

CREATING A NEW FACILITY

To create a new facility, enter the new Facility ID on the Facility Search screen as shown in Figure 4.6. The Facility ID must consist of five characters or numbers. You can also include a Facility Information to go along with it (e.g., Facility name, address, etc.). When you are finished, press the [PgDn] key. A message will be displayed indicating that the facility could not be found, and asking if you would like to create a new facility using the Facility ID given.

```
┌──────────────────────────┤ Facility Search Screen ├──────────────────────┐
│                                                                           │
│  Facility ID   : 99999                                                    │
│  Facility Name :                                                          │
│  Street        :                                                          │
│  City          :                        State:      Zip Code:             │
│                                                                           │
│  MUSARC        :                        CONUSA:                           │
│                                                                           │
│          Action Officers                        Action Officers           │
│  MUSARC :                        OCAR    :                                 │
│  CONUSA :                        FORSCOM:                                  │
│                                                                           │
│          Fill in any desired search conditions.                           │
│       No records match search criteria                                    │
│                                                                           │
│       Create a NEW Facility? (Y/N)                                        │
│  ┌────────────────────────────────────────────────────────────────────┐  │
└──┤ Use ↑↓→← keys to move around the screen.  PgDn to finish. ├─────────┘
   └────────────────────────────────────────────────────────────────────┘
```

Figure 4.6

Type [Y] and press the [Enter] key to create the new facility. FACILITY will then display the current screen with the new facility you have just created as shown by Figure 4.7 below. By doing so, the program creates a record with the corresponding Facility Identification Code but without any relevant information. To enter the rest of the Facility Information, select the EDIT command from the screen menu bar and edit the facility record as explained before.

```
┌─ Facility:    ──┤ Basic Information ├──── Deleted:  ─────┐
│                                                          │
│     BASIC INFORMATION                                    │
│        Facility Title:                                   │
│              Street:                                     │
│                City:                        State:       │
│                 Zip:                                     │
│                                                          │
│             CONUSA:                                      │
│             MUSARC:                                      │
│                                                          │
│     OTHER INFORMATION                                    │
│         Congressional District:                          │
│         Support Installation  :                          │
│                                                          │
│     PROPOSED FACILITY? :                                 │
│  ┌────────────────────────────────────────────────────┐ │
└──┤  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├─┘
   └────────────────────────────────────────────────────┘
      PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 05
```

Figure 4.7

EDITING THE FACILITY SCREENS

The information to complete a facility record is entered into the data base by editing five screens (Figures 4.8, 4.9, 4.10, 4.11, and 4.12).

```
 ┌─ Facility:        ┌──────────────────────┐     Deleted: ──────┐
 │                   │   Basic Information   │                    │
 │                   └──────────────────────┘                    │
 │                                                               │
 │        BASIC INFORMATION                                      │
 │             Facility Title:                                   │
 │                    Street:                                    │
 │                      City:                    State:          │
 │                       Zip:                                    │
 │                                                               │
 │                   CONUSA:                                     │
 │                   MUSARC:                                     │
 │                                                               │
 │        OTHER INFORMATION                                      │
 │            Congressional District:                           │
 │            Support Installation  :                           │
 │                                                               │
 │        PROPOSED FACILITY? :                                  │
 │                                                               │
 └─┌───────────────────────────────────────────────────────┐───┘
   │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │
   └───────────────────────────────────────────────────────┘

      PgUp For Previous Screen     PgDn For Next Screen     Screen 01 of 05
```

Figure 4.8

```
 Name:                         City:                         St:
 ┌─ Facility:        ┌──────────────────────────┐   Deleted: ──────┐
 │                   │ Existing Sizes and Types  │                  │
 │                   └──────────────────────────┘                  │
 │                                                                 │
 │        EXISTING SIZES          Net          FACILITY TYPE       │
 │            Administration   :                   USARC:          │
 │            Classroom        :                   AFRC :          │
 │            Assembly         :                   OMS  :          │
 │            Store Room       :                   AMSA :          │
 │            Support Facilities:                  DS/GS:          │
 │                                                                 │
 │                                Gross                            │
 │            Total Facility   :                                   │
 │            Total Shop       :                                   │
 │                                                                 │
 └─┌───────────────────────────────────────────────────────┐──────┘
   │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │
   └───────────────────────────────────────────────────────┘

      PgUp For Previous Screen     PgDn For Next Screen     Screen 02 of 05
```

Figure 4.9

4-7

```
Name:                          City:                          St:
┌─ Facility:        ┌─ Usage & Nearest Installations ─┐  ─ Deleted: ──────┐
│                                                                          │
│                                                                          │
│        PATTERN OF FACILITY USAGE                                         │
│            Full Time Personn·l:    Days per Week                         │
│            Reservists          :   Nights per Month                      │
│            Reservists          :   Weekends per Month                    │
│                                                                          │
│                                                                          │
│        NEAREST FOUR MILITARY INSTALLATIONS                               │
│                Component          Location         Distance              │
│            1)                                         Miles              │
│            2)                                         Miles              │
│            3)                                         Miles              │
│            4)                                         Miles              │
│                                                                          │
│                                                                          │
│                                                                          │
└─┌──────────────────────────────────────────────────────────────────┐──┘
  │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit  │
  └──────────────────────────────────────────────────────────────────┘
     PgUp For Previous Screen    PgDn For Next Screen     Screen 03 of 05
```

Figure 4.10

```
Name:                          City:                          St:
┌─ Facility:        ┌─ Telephone Company Information ─┐  ─ Deleted: ───────┐
│                                                                          │
│                                                                          │
│        TELEPHONE COMPANY DATA                                            │
│            Name   :                                                      │
│            Street:                                                       │
│            City   :                                                      │
│            State  :                                                      │
│            Zip    :                                                      │
│                                                                          │
│            Telephone Number:                                             │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
└─┌──────────────────────────────────────────────────────────────────┐──┘
  │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit  │
  └──────────────────────────────────────────────────────────────────┘
     PgUp For Previous Screen    PgDn For Next Screen     Screen 04 of 05
```

Figure 4.11

```
Name:                          City:                      State:

        ┌─ Facility: ──────┬─┤ Action Officer / Special Areas ├── Deleted:  ──────┐
        │                                                                          │
        │        ACTION OFFICER                                                    │
        │            Forscom Action Officer:                                       │
        │            Ocar Action Officer   :                                       │
        │            Conusa Action Officer :                                       │
        │            Musarc Action Officer :                                       │
        │                                                                          │
        │                                                                          │
        │        SPECIAL TRAINING AREAS IN EXISTING FACILITY                       │
        │            Band Room          :        Physical Exam Wing:               │
        │            Drafting Room       :        Rifle Range       :              │
        │            G.O. Conference Room:        S.C.I.F.          :              │
        │            Instructor Classroom:        Soil Testing Lab  :              │
        │            Medical Section     :        USARF Storage     :              │
        │            Photo Lab           :                                         │
        │                                                                          │
        │                                                                          │
        └────┬─────────────────────────────────────────────────────────────────┬──┘
             │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │
             └────────────────────────────────────────────────────────────────────┘

          PgUp For Previous Screen     PgDn For Next Screen      Screen 05 of 05
```

Figure 4.12

Each field is edited by positioning the cursor on it and typing the corresponding information. Pressing the [F1] key will display a help message explaining the information required for the field where the cursor is currently located. Press the PgDn key to save the data that you have entered on the screen.

REMOVING AN EXISTING FACILITY FROM THE DATA BASE

Facilities are removed from the data base by selecting the [D] delete command from the menu bar. When the Delete option is selected, a message shows in the screen asking for confirmation (Figure 4.13). Before answering "Yes," make sure that the facility is showing on the upper left corner of the screen is the one you really want to remove. If you do not want to remove the current Facility just type [N].

4-9

```
 ┌─ Facility:        ┌────── Basic Information ──────┐      ── Deleted: ──────┐
 │                   └───────────────────────────────┘                       │
 │                                                                           │
 │         BASIC INFORMATION                                                 │
 │            Facility Title:                                                │
 │         ┌─────────────────────────────────────────────┐                  │
 │         │                                             │                   │
 │         │         Are You Sure You Want Me            │                   │
 │         │         To DELETE This Facility             │                   │
 │         │            [Y]es/[N]o    N                  │                   │
 │         │                                             │                   │
 │         └─────────────────────────────────────────────┘                  │
 │                                                                           │
 │            Congressional District:                                        │
 │            Support Installation  :                                        │
 │                                                                           │
 │         PROPOSED FACILITY? :                                              │
 │                                                                           │
 │   ┌───────────────────────────────────────────────────────────────────┐  │
 └───┤  ↑↓ Browse     F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├──┘
     └───────────────────────────────────────────────────────────────────┘
         PgUp For Previous Screen     PgDn For Next Screen    Screen 01 of 05
```
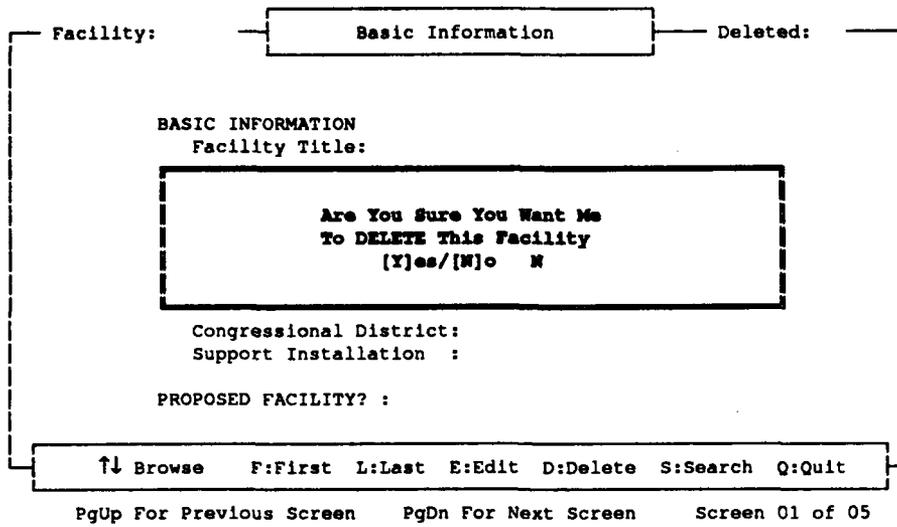
Figure 4.13

QUITTING THE FACILITY PROGRAM

To Quit this program either select Quit from the menu bar or type [Q].

CHAPTER 5: AMSA

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Chapter 5: AMSA

INTRODUCTION

The purpose of AMSA is to collect and maintain data pertaining to U.S. Army Reserve Area Maintenance Support Activities (AMSA) centers. For instance, ProjDoc uses the data collected by AMSA to calculate project requirements. Moreover, using AMSA is the only way in which AMSA data can be entered into LCMA data base.

AMSA stores AMSA centers data in a file called "AR_AMSA" by creating a record for each Army Reserve AMSA center entered in the data base. In addition, each AMSA center is located in a U.S. Army Reserve Facility. Therefore, its corresponding Facility data should be entered by using FACILITY program before any AMSA center data is entered. After that, each AMSA center will have its own Facility ID. Since records are organized by Facility Identification Code (FAC_ID), two different AMSA centers cannot have the same FAC_ID. In other words, each AMSA center has a unique FAC_ID.

To start AMSA, just select choice 3 from the MCAR Life Cycle Management Software menu (Figure 5.1). Figure 5.2 shows the first screen of AMSA.

```
┌────────────────────────────────────────────────────────────────┐
│              MCAR Life Cycle Management Software                 │
├────────────────────────────────────────────────────────────────┤
│                                                                  │
│                    1.   Unit                                     │
│                    2.   Facility                                 │
│                    3.   AMSA                                      │
│                    4.   Backlog                                  │
│                    5.   ProjDoc                                  │
│                    6.   Minor                                    │
│                    7.   Return to LCMA Menu                      │
│                                                                  │
├────────────────────────────────────────────────────────────────┤
│  16 May 1989 12:01:34                          Memory: 345 K    │
└────────────────────────────────────────────────────────────────┘
```
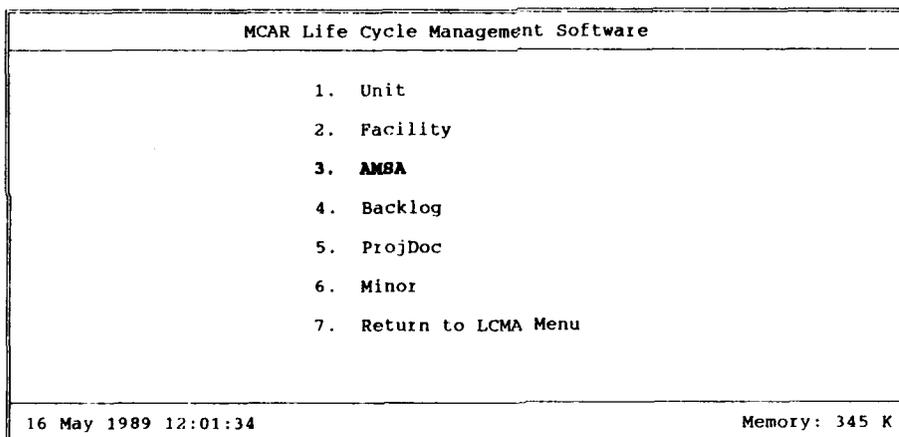
Figure 5.1

```
Name:                          City:                          St:
 ┌─ Facility:      ┌──────── AMSA Information ────────┐── Deleted: ──────┐
 │                 └─────────────────────────────────┘                  │
 │                                                                      │
 │            AMSA                                                       │
 │               Number of Supported Vehicles:                          │
 │                                                                      │
 │               RECOGNIZED PERSONNEL                                    │
 │                  Administrative            :                          │
 │                  Mechanics                 :                          │
 │                  Commo/Elec Techs          :                          │
 │                  Instrument Repair Techs   :                          │
 │                  Small Arms Repair Techs   :                          │
 │                  Other                     :                          │
 │                                                                      │
 │                                                                      │
 │  ┌──────────────────────────────────────────────────────────────┐   │
 └──┤  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├──┘
    └──────────────────────────────────────────────────────────────┘
       PgUp For Previous Screen     PgDn For Next Screen     Screen 01 of 01
```

Figure 5.2

THE SCREEN MENU BAR

The bottom of the Basic Information screen has a menu bar with commands that control the screens. When this screen is first accessed, control will be in this menu. On the screen will be the information for the first AMSA in the data base. The screen menu bar will allow you to access and edit all the AMSA's basic information in the data base. Either press the space bar to move the highlight over the command and press the [Enter] key to initiate the command or type the letter preceding the command needed. Each of the commands is explained below.

↑↓ **Browse:** Use the up and down arrow keys to see the next and previous AMSA center in the data base respectively.

F: First: Select First or type [F] to display the first record in the AMSA's file.

L: Last: Select Last or type [L] to display the last record of the AMSA's file.

E: Edit: Select Edit or type [E] to change any of the information in the AMSA center record that is on the screen at that time. When Edit is chosen, a cursor appears under the first letter of the first block of information on the screen. Use the arrow keys (↑↓) to move the cursor around the screen. Once the cursor is in the correct position, either type over the contents of the box if the Insert key is off, or add to the contents of the box if the insert key is on. Press the [PgDn] key to save your work and reactivate the menu bar at the bottom of the screen.

D: Delete: Select Delete or type [D] to delete the current AMSA center displayed on the screen. The delete option is explained more on page 5-7.

S: Search: Select Search or type [S] to locate and recall an AMSA record and display it on the screen. This option will also allow you to create a new AMSA. The Search option is explained more on the next page.

Q: Quit: Select Quit or type [Q] to exit the current screen and return to the previous menu, which in this case is the MCAR Life Cycle Management Software menu.

SEARCHING FOR AN EXISTING AMSA CENTER

Select Search or type [S] to locate and recall an AMSA record and display it on the screen. This option will also allow you to create a new AMSA. When this command is initiated, a search screen will appear as shown in Figure 5.3. From the AMSA Search Screen you can identify a specific AMSA by entering **the entire** Facility ID Code or partial information for Facility information. After entering the desired information, press the [PgDn] key to start the search.

```
┌──────────────────┤ Facility Search Screen ├──────────────────┐
│                                                               │
│   Facility ID   :                                             │
│   Facility Name :                                             │
│   Street        :                                             │
│   City          :                    State:      Zip Code:    │
│                                                               │
│   MUSARC        :                    CONUSA:                  │
│                                                               │
│          Action Officers                    Action Officers   │
│   MUSARC  :                          OCAR    :                │
│   CONUSA  :                          FORSCOM:                 │
│          Fill in any desired search conditions.               │
│                                                               │
│                                                               │
│                                                               │
├────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish. ├────┤
```
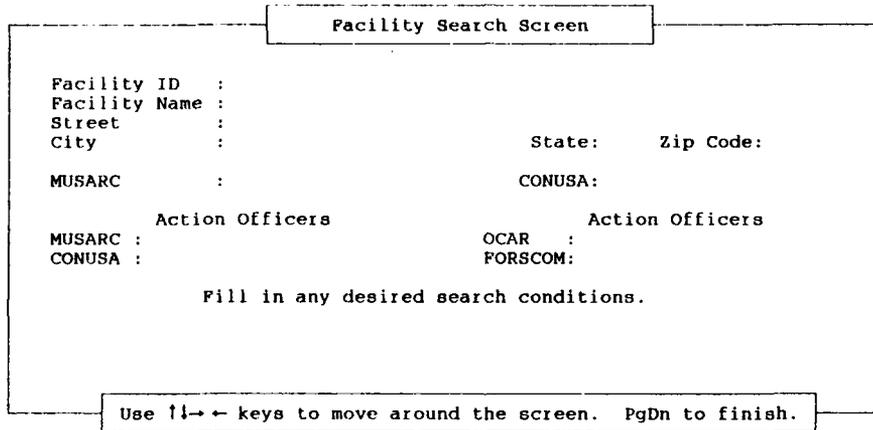
Figure 5.3

If AMSA finds one (and only one) match to the information you have supplied, the information for that AMSA will then be immediately displayed on the AMSA Search Screen. AMSA may find many matches if you simply supply a partial Facility Information. It will prompt you to scroll through the Facilities identified by the Search Screen until the AMSA you are seeking is located. Type [Y] and press the [Enter] key if you do not want a AMSA, type [N] and press the [Enter] key if the AMSA you want appears on the screen as shown in Figure 5.4.

```
┌─────────────┤ Facility Search Screen ├─────────────┐
│                                                      │
│  Facility ID   : 28J19                               │
│  Facility Name : Ft Bragg                            │
│  Street        :                                     │
│  City          : Ft Bragg         State: NC  Zip Code:│
│                                                      │
│  MUSARC        :                  CONUSA:            │
│                                                      │
│         Action Officers               Action Officers│
│  MUSARC :                      OCAR   :              │
│  CONUSA :                      FORSCOM:              │
│                                                      │
│         Fill in any desired search conditions.       │
│       Continue searching? (Y/N)  Y                   │
│                                                      │
│       Working .. .. ..                               │
│  ┌────┤ Use ↑↓← keys to move around the screen.  PgDn to finish. ├────┐
```

Figure 5.4

If AMSA is unable to find a match for the information, it will display a prompt at the bottom of the search screen as shown in Figure 5.5.

```
┌─────────────┤ Facility Search Screen ├─────────────┐
│                                                      │
│  Facility ID   : 99999                               │
│  Facility Name :                                     │
│  Street        :                                     │
│  City          :                  State:    Zip Code:│
│                                                      │
│  MUSARC        :                  CONUSA:            │
│                                                      │
│         Action Officers               Action Officers│
│  MUSARC :                      OCAR   :              │
│  CONUSA :                      FORSCOM:              │
│                                                      │
│         Fill in any desired search conditions.       │
│       No records match search criteria               │
│                                                      │
│       Create a NEW Facility? (Y/N)                   │
│  ┌────┤ Use ↑↓← keys to move around the screen.  PgDn to finish. ├────┐
```

Figure 5.5

At this point, you may type [N] and press the [Enter] key to return to the screen where you initiated the search or you may type [Y] and press the [Enter] key to create a new AMSA.

CREATING A NEW AMSA

To create a new AMSA, enter the new Facility ID Code on the Facility Search screen as shown in Figure 5.6. The Facility ID must consist of five characters or numbers. You can also include Facility Information to go along with it. When you are finished, press the [PgDn] key. A message will be displayed indicating that the Facility could not be found, and asking if you would like to create a new facility using the FAC_ID given.

```
                        ┌──────────────────────────┐
┌───────────────────────┤  Facility Search Screen  ├────────────────────┐
│                       └──────────────────────────┘                     │
│                                                                        │
│   Facility ID   : 99999                                                │
│   Facility Name :                                                      │
│   Street        :                                                      │
│   City          :                        State:      Zip Code:         │
│                                                                        │
│   MUSARC        :                        CONUSA:                       │
│                                                                        │
│           Action Officers                        Action Officers       │
│   MUSARC :                           OCAR    :                         │
│   CONUSA :                           FORSCOM:                          │
│                                                                        │
│              Fill in any desired search conditions.                    │
│         No records match search criteria                               │
│                                                                        │
│         Create a NEW Facility? (Y/N)                                   │
│       ┌──────────────────────────────────────────────────────────┐    │
└───────┤ Use ↑↓← keys to move around the screen.  PgDn to finish.  ├────┘
        └──────────────────────────────────────────────────────────┘
```

Figure 5.6

Type [Y] and press the [Enter] key to create the new AMSA. AMSA will then display the current screen with the new AMSA you have just created as shown by Figure 5.7 below. By doing so, the program creates a record with the corresponding Facility Identification Code but without any relevant information. To enter the rest of the AMSA Information, select the EDIT command from the screen menu bar and edit the AMSA record as explained before.

```
Name:                              City:                     St:
┌─ Facility:        ┌──────────────────────────┐  ── Deleted:  ──────┐
│                   │     AMSA Information      ├──                   │
│                   └──────────────────────────┘                     │
│                                                                    │
│           AMSA                                                     │
│              Number of Supported Vehicles:                         │
│                                                                    │
│              RECOGNIZED PERSONNEL                                  │
│                   Administrative          :                        │
│                   Mechanics               :                        │
│                   Commo/Elec Techs        :                        │
│                   Instrument Repair Techs :                        │
│                   Small Arms Repair Techs :                        │
│                   Other                   :                        │
│                                                                    │
│                        -                                           │
│   ┌──────────────────────────────────────────────────────────┐    │
└───┤ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├─┘
    └──────────────────────────────────────────────────────────┘
      PgUp For Previous Screen    PgDn For Next Screen      Screen 01 of 01
```

Figure 5.7

EDITING THE AMSA SCREENS

The information to complete an AMSA record is entered into the data base by editing the screen as shown by Figure 5.8.

```
Name:                              City:                         St:
  ┌── Facility:        ┌─────────────────────────┐── Deleted: ──────┐
  │                    │     AMSA Information     │                  │
  │                    └─────────────────────────┘                  │
  │                                                                  │
  │          AMSA                                                    │
  │             Number of Supported Vehicles:                       │
  │                                                                  │
  │             RECOGNIZED PERSONNEL                                 │
  │                Administrative            :                       │
  │                Mechanics                 :                       │
  │                Commo/Elec Techs          :                       │
  │                Instrument Repair Techs   :                       │
  │                Small Arms Repair Techs   :                       │
  │                Other                     :                       │
  │                                                                  │
  │                                                                  │
  │   ┌──────────────────────────────────────────────────────────┐ │
  └───│ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │─┘
      └──────────────────────────────────────────────────────────┘
      PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 01
```

Figure 5.8

Each field is edited by positioning the cursor on it and typing the corresponding information. Pressing the [F1] key will display a help message explaining the information required for the field where the cursor is currently located. After editing, press the PgDn key to save the information you have entered on the screen.

REMOVING AN EXISTING AMSA FROM THE DATA BASE

AMSA centers are removed from the data base by selecting the [D] delete command from the menu bar. When the Delete option is selected, a message shows in the screen asking for confirmation as the one in Figure 5.9. Before answering "Yes," make sure that the Facility ID showing on the upper left corner of the screen is the one you really want to remove. If you do not want to remove the current AMSA, just type [N].

```
Name:                        City:                    St:
┌── Facility:      ┌──────── AMSA Information ────────┐── Deleted: ──────┐
│                  └─────────────────────────────────┘                  │
│                                                                        │
│          AMSA                                                          │
│       ┌──────────────────────────────────────────┐                    │
│       ┃                                           ┃                    │
│       ┃          Are You Sure You Want Me         ┃                    │
│       ┃          To DELETE This Facility          ┃                    │
│       ┃             [Y]es/[N]o    N               ┃                    │
│       ┃                                           ┃                    │
│       ┗━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━┛                    │
│              Small Arms Repair Techs  :                                │
│              Other                    :                                │
│                                                                        │
│                                                                        │
│                                                                        │
│     ┌────────────────────────────────────────────────────────────┐    │
└─┐   │  ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │ ┌─┘
  └───┤                                                                │─┘
      └────────────────────────────────────────────────────────────┘
        PgUp For Previous Screen    PgDn For Next Screen    Screen 01 of 01
```
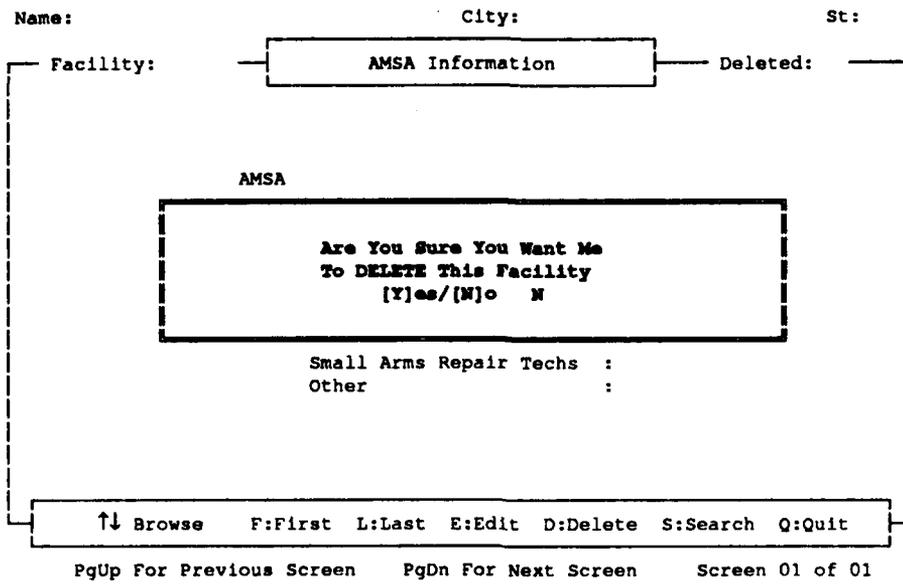
Figure 5.9

QUITTING THE AMSA PROGRAM

To Quit this program, select Quit from the menu bar or type [Q].

CHAPTER 6: BACKLOG

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Chapter 6: BACKLOG

PURPOSE

The Backlog program is a data base of Military Construction Army Reserve (MCAR) projects. Its primary purpose is to facilitate the generation of the Backlog Report required by higher authority. The program is capable of allowing multiple plans to be quickly generated and analyzed. The final product can then be easily transferred in electronic format to higher headquarters. The program is designed to ultimately work with ProjDoc and other MCAR automation programs to use the same data in multiple applications, thus saving much administrative tedium.

Although every effort was made to provide an error free program, you will no doubt come across things that don't seem to work as you think they should. Please make a note of these situations so they can be addressed as necessary.

STARTING BACKLOG

To start the program, select "4" at the MCAR Life Cycle Management Software menu of Figure 2.3. The first time you run the program, a window will appear asking you for the drive letter of your RAM disk. (This is the electronic disk drive that has been set up on your computer.) Most of the systems were set up with the "G" drive as the RAM disk. It could be either D, E, F, G, or H. Make sure you enter the correct drive letter. The program copies temporary files there for faster execution. The introduction screen will appear; just press any key to continue to the main menu. At the main menu you have five selections: Projects, Analysis, Reports, Utilities, and Quit to DOS.

<P>ROJECTS

The <P>rojects selection will display all available information about each individual project. When first selected, you will see the first project in the data base. This will vary depending upon how the data base is sorted. To "scroll" through the data base, press the <Up Arrow> key to display the previous project, or the <Down Arrow> key to display the next project.

Pressing the <Right Arrow>, <Left Arrow>, or <Spacebar> will move the highlighted bar at the bottom of the screen to another menu selection. Press <Return> on the highlighted menu selection, or press the first letter of the selection to execute the command.

<F>irst - Takes you to the first project in the data base.

<L>ast - Takes you to the last project in the data base.

<S>earch - Will allow you to find a project using any information that you happen to know about the project (e.g., FY, Priority, City, Description, etc.).

Just enter the information that you want to look for. The program will display the first project it finds that meets the criteria that you provided. Not all fields need to be filled in. In fact, the program will find matches for partial fields. For example, if you enter "jack" in the city field, the program will find "Jackson", "JACKSONVILLE", or any other city with the four letters J-A-C-K in sequence. You will be asked if you want to continue searching. If you press "Y" for Yes, the

program will continue looking for the next project that meets your criteria. If you press "N" for No, the last project located will be displayed.

<E>dit - Will allow you to change almost all information about the displayed project. Remember that if you change the Fiscal Year, Priority, CWE, or Score, ALL projects in the data base may be affected. You will see a flashing "REPRIORITIZE" message reminding you that the data base must be reprioritized because of the changes you have made. This message will go away after you have set priorities from the Analysis Menu.

<A>dd - Will allow you to add a new project to the data base. Because the project numbers are coordinated and issued by CONUSA, you must first get the project number from OCAR before adding new projects. The project number will be used for the life of the project and will never be reused. A message will remind you of this, and prompt you for the project number before adding the project.

When a new project is added, it again affects the priorities of all projects. You will be reminded to "REPRIORITIZE." See <U>pdate CONUSA priorities on p. 6-4.

<D>elete - Will allow you to delete the project being displayed. The project can either be deleted, or "retired" to an inactive file. If placed in the inactive file, the project could be retrieved at a later date if necessary.

<Q>uit - Will exit the "scroll mode" and return you to the main menu.

<A>NALYSIS

<C>ompare CWE and Guidance - Allows you to compare the total CWE for each of 5 fiscal years that you select. The total CWE is compared to the guidance provided for the respective year. You can play "what if" games, using this feature to see the effects of changes in the CWE or guidance. You can optionally save the last calculated values, which will be recalled the next time you use this selection.

<S>et CONUSA Priorities - Allows you to prioritize the projects based on either the CONUSA score, or existing project priorities. The existing priorities may have been changed using the <E>dit selection. If you do not have a current flashing "REPRIORITIZE" message, you will be asked for the beginning fiscal year. If you have a flashing "REPRIORITIZE" message, the beginning FY will be calculated automatically. Five years of guidance will be compared to the CWE and used as the basis of the new priorities. The new priorities will be assigned based on existing priorities or score, whichever you selected.

After calculating the new priorities, a work plan will be generated as an ASCII plain text file. The name of the file will be the beginning fiscal year, plus the work "WORK". The file extension ".TXT" will also be added (e.g., If the beginning FY was 1990, the filename would be 1990WORK.TXT). You can either print this report immediately after it is generated from within the program, or at a later date outside of the program. To print the text file above from the DOS prompt, you need only enter the following command:

        print c:\fyp\1990work.txt

THESE NEW PRIORITIES WILL NOT BE PERMANENTLY CHANGED UNTIL YOU EXECUTE THE SELECTION "<U>pdate CONUSA Priorities."

<U>pdate CONUSA Priorities - Allows you to permanently update the project data base with the changed priorities and fiscal years. The new data will be based on the last Work Plan generated. This menu selection is the only thing that will eliminate the flashing "REPRIORITIZE" message.

The FORSCOM analysis menu includes additional selections to enter OCAR and FORSCOM guidance. The guidance and priorities can be fine tuned using repeated quick or "what if" analyses.

<R>EPORTS

All reports are selected from this menu. Reports can be either viewed on the screen, or printed on your printer. The following reports are available:

<1> **Five Year Plan (OCAR)** - This report is the formal Five Year Plan that is submitted to OCAR. It includes the following information: FORSCOM Fiscal Year, FORSCOM Priority, CONUSA, CONUSA Priority, Project Description, City, State, Type, Category, CWE, and PDIP.

<2> **Five Year Plan (FORSCOM)** - This report contains the same information as the OCAR version listed above. In addition, the Option, Acquisition, and Construction years are displayed.

<3> **FYP-Short Form (FORSCOM)** - This "Short Form" is an 80 column report of essential information that can be viewed on the screen without wrapping. It includes the following information: Project Number, FORSCOM Fiscal Year, CONUSA, FORSCOM Priority, City, Description, and CWE.

<4> **FYP-Short Form w/Remarks** - This report is identical to the previous report, except that it also contains the Remarks field.

<5> **FYP-Short Form (CONUSA)** - This "Short Form" is an 80 column report of essential information that can be viewed on the screen without wrapping. It includes the following information: Project Number, CONUSA Fiscal Year, CONUSA, CONUSA Priority, City, Description, and CWE.

<6> **Proposed MCAR Program** - This is a report used by FORSCOM that includes the following information: FORSCOM Priority, CONUSA Priority, PDIP, CONUSA, City, State, Type, Project Description, Category, and CWE. This report also subtotals the CWE for each FORSCOM Fiscal Year selected, then totals the CWE for all Fiscal Years.

After selecting "Reports," you are asked if you want to send the report to the printer. If you answer "N" (NO), the report will be displayed on the screen. If you answer "Y" (YES), the report will be printed on your printer. Make sure your printer is turned on, on-line, and has paper. You will see a warning message if your printer is not ready. Next a window will appear, allowing you to select the CONUSA and Fiscal Years that you want for the report. Select the CONUSA number, or "A," for ALL CONUSAs. You can select either a FORSCOM or CONUSA Fiscal Year range. If you want to select only one Fiscal Year, use the SAME Fiscal Year for both the START and END year. If you wish to select CONUSA Fiscal Years, just press <RETURN> for the START and END FORSCOM FY.

<U>TILITIES

The basic utilities are the same with a couple of exceptions for FORSCOM and OCAR. The CONUSA Utilities include:

<S>ort Projects - This is where you decide in what order you want the information displayed. The bottom of the Sort Menu displays the current sorted order of the data base.

NOTE: THE DATA BASE WILL REMAIN SORTED IN THE ORDER YOU SELECT UNTIL YOU CHANGE IT AGAIN USING THIS MENU.

The following sorts are available:

>   <1> FORSCOM Priority (Only)

>   <2> FY, FORSCOM Priority - Sorted first by FORSCOM FY, then within each FY by FORSCOM Priority.

>   <3> CONUSA Priority (Only)

>   <4> FY, CONUSA, CONUSA Priority - Sorted first by FORSCOM FY, then within each FY by CONUSA, then by CONUSA Priority.

>   <5> FY, CONUSA, State, City - Sorted first by FORSCOM FY, then within each FY by CONUSA, then within each CONUSA by State, then within each State by City.

>   <6> CWE (Only)

<B>ackup to Floppy - This selection will allow you to make a backup copy of your data files to floppy disk. The files that will be copied are FC_FYP.DBF and GUIDE.DBF.

USE THIS UTILITY FREQUENTLY TO SAFEGUARD YOUR DATA.

<R>eindex Data Base - Occasionally the index files may become corrupted, especially if the data file is used outside of the FYP program using dBase. This selection will reindex all the existing index files and put everything back into proper order.

<C>reate FORSCOM Update File (To send to FORSCOM) - This utility will make a copy of your current data file. The file will be named F_ARMY1.DBF ("1" would be replaced by "2" for second Army, etc.). This file will be sent periodically to FORSCOM to update the FORSCOM Master data base. Only the following information will be updated in the FORSCOM data base from the CONUSA file: Facility ID, CONUSA Fiscal Year, CONUSA Priority, City, State, Type, Description, Category, PA, Problem, CONUSA Score, and MUSARC.

(The FORSCOM equivalent utility creates the CONUSA Update file.)

<U>pdate CONUSA Data Base (From FORSCOM File) - This utility will be used to update the CONUSA data base from the FORSCOM data base. Each CONUSA will be sent, or will download, a file named C_ARMY1.DBF ("1" would be replaced by "2" for second Army, etc.).

This file must be copied to the \FYP subdirectory where the rest of the FYP files are located. Using this menu selection will update the CONUSA data base with the following information: FORSCOM FY, OCAR FY, FORSCOM Priority, OCAR Priority, PDIP, CWE, FORSCOM Score, Option Year, Acquisition Year, and Construction Year.

(The FORSCOM equivalent utility Updates the FORSCOM data base from the CONUSA file.)

<Q>UIT TO DOS

This selection is used to exit the Five Year Plan (FYP) program. Upon exiting, you will be asked if you want to "Backup data now?". If you do, a copy of both the project and guidance data files will be created. The files are named FCFYPBAK.DBF and GUIDEBAK.DBF. Although this gives you another backup file, it is created on your hard disk and should not substitute for backing up to a floppy disk.

CHAPTER 7: ProjDoc

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SECTION 1. INTRODUCTION - THE PROJECT DOCUMENTATION PROCESS

1.0 The Manual Process of Project Documentation. Traditionally, manual project documentation can be thought of as a four-step process as follows:

STEP 1. Decide which facility and its associated units should be included in the project. Then collect that facility and unit data.

STEP 2. Determine project requirements based on facility and unit data, using army regulations, a calculator, and a pencil.

STEP 3. Write the project description and justification. Also, write the rest of the information needed onto the DD Forms which will be used to justify your project. Repeat steps two and three every time project, facility, or unit information changes.

STEP 4. The last step is to type up the information in a submission format which will be used to prepare the Budget Book (Green Book) for submission to Congress.

ProjDoc is a computer program which automates the project documentation process by supporting the four steps described above.

2.0 Beginning the Program. ProjDoc may be started in one of two ways. Either type "PD" at the DOS prompt while making sure you are in the MCAR directory, or select "ProjDoc" from the LCMA menu on the Automenu screens (Automenu is explained in Chapter 2). When ProjDoc is started, the introductory screen (Figure 7.1) is displayed. This screen contains the title and the credits of the program. Press any key to continue on with the program. *NOTE: The DOS prompt will usually look like this: C:\ >, but some computers may vary a little.
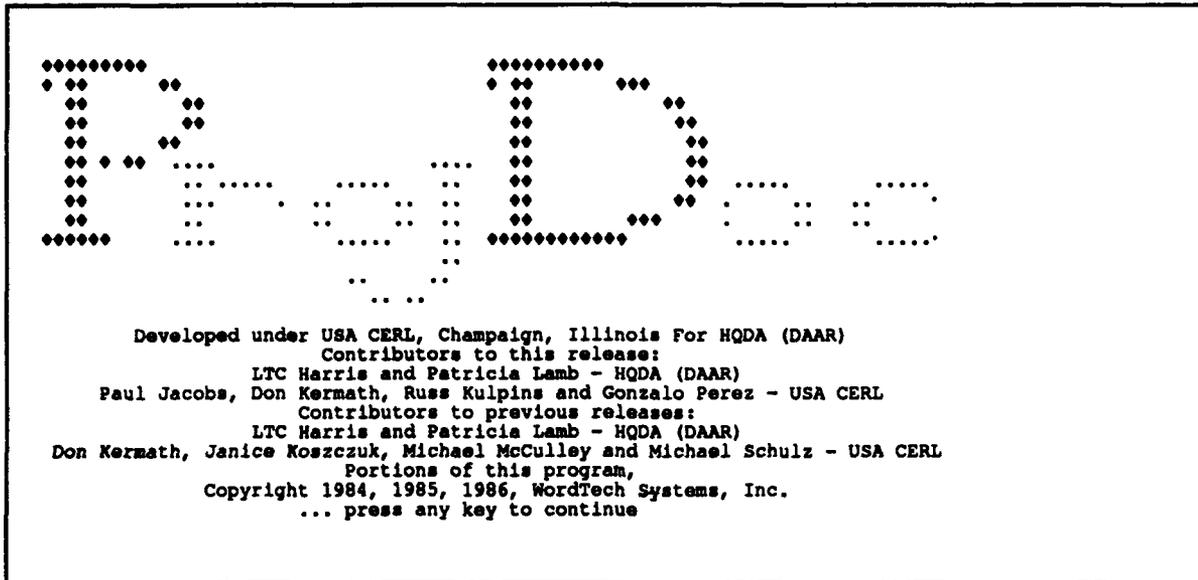
Figure 7.1

2.1 Using the ProjDoc Menus. The first menu displayed is called a bar menu, because the options are arranged from left to right, side by side, resembling a bar. To select an option on the bar menu, simply press the left and right arrow keys (← or →) when you want to move to the left or to the right. The option you are on will be highlighted to distinguish it. Press the "Enter" key to activate the highlighted option. If the far left option is highlighted and you wish to move to the far right option, you may move four spaces to the right or you may also press the left arrow key to move to it. Each option also has a key letter highlighted. This key letter may be pressed at any time to choose the option you want as an alternative to first highlighting and then selecting an option.

Once a bar menu option is selected, you will see a pull-down menu. We call it this because it pulls down from the bar menu. This is also known as another level in the menu. Each pull-down menu will have several options to choose from. These options can be alternatively highlighted by pressing the up and down arrow keys (↑ or ↓). Again, you may scroll past the bottom to the top as in the bar menu. You also have key letters in each option which may be pressed at any time to activate the option. The option does not have to be highlighted to do this. The options in the pull-down menus may activate another pull-down menu with more choices, or it may bring up a screen or perform a function. If you have selected a bar menu option and have a pull-down menu displayed, you may also move left or right with the left and right arrow keys. Each of the first level pull-down menus will be displayed as you move from one bar menu option to another. A help message for every option is displayed at the bottom of the menu. This message explains the function of the highlighted option.

If at any time you want to go back one step in the menu structure you may press the Escape [Esc] key. The current pull-down menu will disappear and you will be placed back on the previous menu. If

you press the Escape [Esc] key when just the bar menu is displayed, you will exit the program. This is one way to exit from the ProjDoc program back to the DOS prompt. You may also press the letter "Q" to step backwards in the ProjDoc menu structure, or to exit from the program.

Once you have activated a data entry screen, you will be placed on the screen to do the work you need to do. When you are finished with that screen, exit, and you will be placed back into the menu structure at the level you left.

2.2 Menu Structure. The ProjDoc menus (Figure 7.2) implement the four step project documentation process. The menus guide you through the program to all of its data entry screens and functions. Displayed below is the basic ProjDoc menu, the first user-interactive screen in ProjDoc. In other words, this is where the program starts. There are five major headings from which to choose. These five options define the structure of the program. Each one of the first four options, from left to right, implements one of the four different steps for documenting a project described in Section 1. The fifth option to the right, **Utilities**, supports several data base maintenance operations.

```
┌─────────────────┌─────────────────────┐─────────────────────┐
│                 │   *  *  ProjDoc  *  *│                     │
│  ┌──────────────┴─────────────────────┴─────────────────────┐│
│  │  Projects      Worksheets    DD Forms     Output        Utilities ││
│  └──────────────────────────────────────────────────────────┘│
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│  ┌──────────────────────────────────────────────┐            │
│  │ Use ↑↓→← or type letter to select, Q to Quit menu.│        │
└──┴──────────────────────────────────────────────┴────────────┘
```

Figure 7.2

2.2.1 STEP 1 - Projects. The first step in the P   Doc Program is to choose a facility and units for the project (Figure 7.3). Basic information about the project must also be supplied. ProjDoc uses the information to calculate the data required in the next step of the ProjDoc process, **Worksheets.** The beauty of ProjDoc is that it so easily converts simple data about units and facilities into complex project requirements. Section 3 describes the first step in detail.

```
┌─────────────────┌─────────────────────┐─────────────────────┐
│                 │   *  *  ProjDoc  *  *│                     │
│  ┌──────────────┴─────────────────────┴─────────────────────┐│
│  │  Projects      Worksheets    DD Forms     Output        Utilities ││
│  └──────────────────────────────────────────────────────────┘│
│  ┌────────────┐                                               │
│  │ Configure  │                                               │
│  │ Basic Info │                                               │
│  │ AMSA Info  │                                               │
│  └────────────┘                                               │
│                                                               │
│  ┌──────────────────────────────────────────────┐            │
│  │ Use ↑↓→← or type letter to select, Q to Quit menu.│        │
└──┴──────────────────────────────────────────────┴────────────┘
```

Figure 7.3

2.2.2   STEP 2 - Worksheets.   The second step in the ProjDoc Program is to use the calculation worksheets to fine-tune the project (Figure 7.4). The worksheets will show what the Army regulations allow based on the information given in the first part, **Projects.** Your job is to enter and justify the actual requirements of the project. The totals will transferred to the next step, **DD Forms,** and eventually be presented to Congress in the form of the FY USAR Green Book where your project will either be accepted or rejected.   Section 4 describes this second step in detail.

```
┌─────────────┌──────────────────────────────┐─────────────────────┐
│             │        •  •  ProjDoc  •  •    │                     │
│  ┌──────────└──────────────────────────────┘───────────────────┐ │
│  │ Projects      Worksheets    DD Forms     Output      Utilities │ │
│  └─────────────┌──────────┐────────────────────────────────────┘ │
│                │ DA 5034R │                                       │
│                │ Info Sys │                                       │
│                │ •Replace │                                       │
│                │ Calculate│                                       │
│                └──────────┘                                       │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│   ┌──────────────────────────────────────────────────────┐      │
└───┤ Use ↑↓→ ← or type letter to select, Q to Quit menu.   ├──────┘
    └──────────────────────────────────────────────────────┘
```
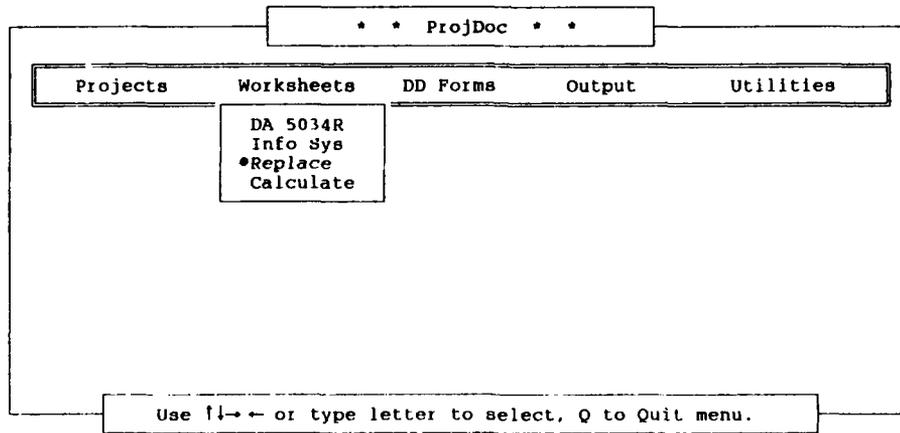
Figure 7.4

2.2.3   STEP 3 - DD Forms.   The third step in the ProjDoc program is to fill in the descriptive data required on the DD Forms 1390 and 1391 (Figure 7.5). The information supplied here will go directly onto the FY USAR Green Book forms. ProjDoc will take the information you supply and place it in its spot on the form. Section 5 describes this third step in detail.

```
┌─────────────┌──────────────────────────────┐─────────────────────┐
│             │        •  •  ProjDoc  •  •    │                     │
│  ┌──────────└──────────────────────────────┘───────────────────┐ │
│  │ Projects      Worksheets    DD Forms     Output      Utilities │ │
│  └──────────────────────────┌────────────┐─────────────────────┘ │
│                             │ Title Info │                        │
│                             │ DD 1390s   │                        │
│                             │ DD 1391    │                        │
│                             │ Memos      │                        │
│                             │ Calculate  │                        │
│                             └────────────┘                        │
│                                                                  │
│                                                                  │
│                                                                  │
│   ┌──────────────────────────────────────────────────────┐      │
└───┤ Use ↑↓→ ← or type letter to select, Q to Quit menu.   ├──────┘
    └──────────────────────────────────────────────────────┘
```
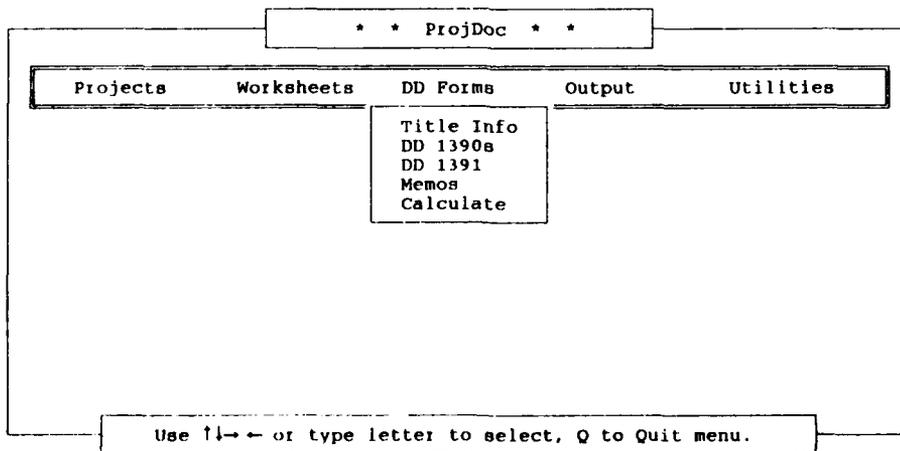
Figure 7.5

2.2.4 STEP 4 - Output. The fourth and final step for ProjDoc is to print all of the information (Figure 7.6). You will be able to print completed forms, or just the information. Section 6 describes this fourth step in detail.

```
┌──────────────────┌─────── • • ProjDoc • • ───────┐──────────────────┐
│                  │                               │                  │
│  ┌───────────────────────────────────────────────────────────────┐  │
│  │  Projects      Worksheets     DD Forms     Output    Utilities │  │
│  └─────────────────────────────────────────┬──────────┬──────────┘  │
│                                            │•Draft    │             │
│                                            │•Final    │             │
│                                            │•Printer  │             │
│                                            │ SoftFont │             │
│                                            └──────────┘             │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│      ┌──────────────────────────────────────────────────────┐      │
└──────┤  Use ↑↓→ ← or type letter to select, Q to Quit menu.  ├──────┘
       └──────────────────────────────────────────────────────┘
```
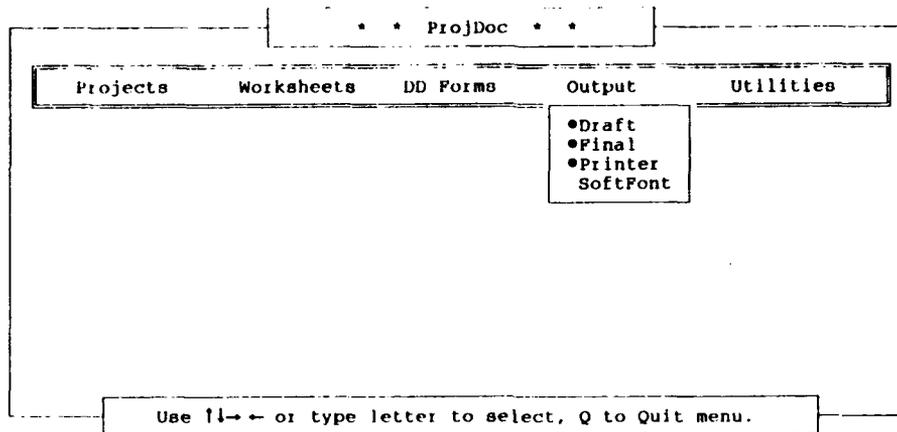
Figure 7.6

2.2.5 Utilities. The Utilities menu (Figure 7.7) contains functions you will need to make ProjDoc easy to use. While these programs are useful, they are not a critical part of the four-step process. Section 7 describes utilities in detail.

```
┌──────────────────┌─────── • • ProjDoc • • ───────┐──────────────────┐
│                  │                               │                  │
│  ┌───────────────────────────────────────────────────────────────┐  │
│  │  Projects      Worksheets     DD Forms     Output    Utilities │  │
│  └────────────────────────────────────────────────────┬──────────┘  │
│                                                        │Draft→Editor│
│                                                        │Submit Proj │
│                                                        │Project #   │
│                                                        │Files       │
│                                                        │Type        │
│                                                        └────────────┘
│                                                                     │
│                                                                     │
│                                                                     │
│      ┌──────────────────────────────────────────────────────┐      │
└──────┤  Use ↑↓→ ← or type letter to select, Q to Quit menu.  ├──────┘
       └──────────────────────────────────────────────────────┘
```
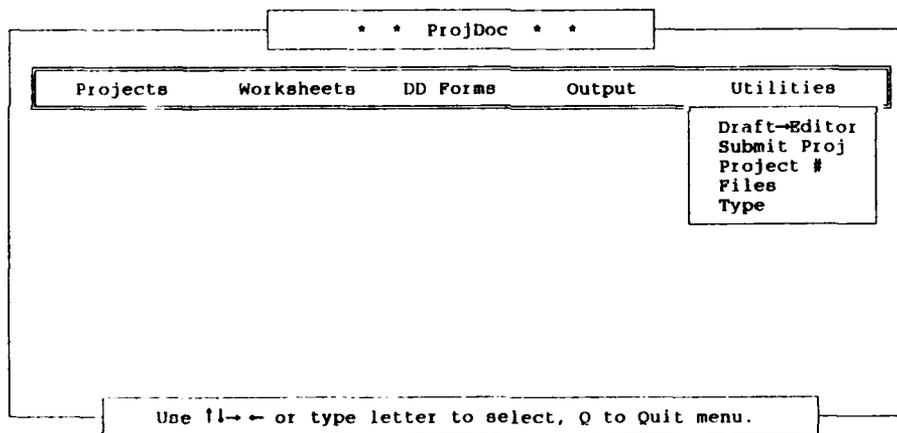
Figure 7.7

2.3 Explanation of Data Base Relationships. There are three sets of data bases used in the ProjDoc program: draft data bases, editor data bases, and submit data bases. Different parts of the ProjDoc program deal with a different set of data bases.

First, it is important to understand the relationship of these data bases to one another. All projects are in the draft data bases. Some of the draft projects are in the editor data bases, and some of the editor projects are in the submit data bases. The illustration below may help you understand the relationship of the data bases to one another.

```
┌─────────────────────┐              ┌─────────────────────┐              ┌─────────────────────┐
│ This set of data    │              │ This set of data    │              │ This set of data    │
│ bases contains      │   convert    │ bases contains      │   convert    │ bases contains      │
│ projects            │ ▶▶▶▶▶▶▶▶▶    │ projects            │ ▶▶▶▶▶▶▶▶▶    │ project             │
│ 00001               │              │ 00001               │              │ 00002               │
│ 00002               │              │ 00002               │              │                     │
│ 00003               │              │ 00005               │              │                     │
│ 00004               │              │                     │              │                     │
│ 00005               │              │                     │              │                     │
└─────────────────────┘              └─────────────────────┘              └─────────────────────┘
```
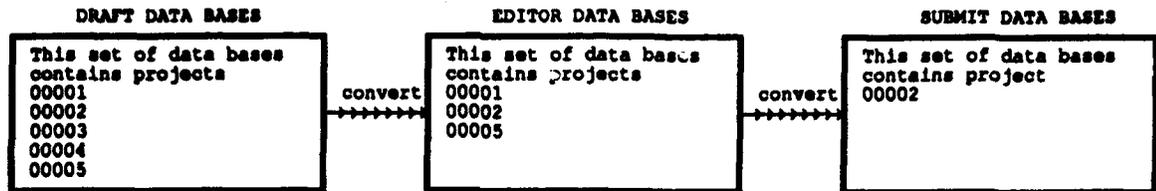
Figure 7.8

As you can see, a project which is in the draft data bases is converted to the editor data bases and now exists in both sets of data bases. If a project is in the editor data bases, and is converted to the submit data bases, it will exist in all three sets of data bases.

To convert a project from **Draft→Editor** or **Editor→Submit**, you must enter the Utilities menu and then choose the appropriate option. This is explained in more detail in the Utilities section of the manual.

2.3.1 Changing Data. When changing or editing data, it is important to know which menu options affect each set of data bases. This section will only discuss the effect of an option on a set of data bases, not how to enter the data while in those options. An explanation on how to enter data will be discussed later in the manual.

The **Projects** and **Worksheets** options only affect the **Draft** data bases, while the **DD Forms** options affects the **Editor** and **Submit** data bases. The Projects, Worksheets, and DD Forms options have calculation abilities.

SECTION 3. STEP 1 - PROJECTS

3.0 Initialize the Project. The first task is to define the Project and select the corresponding facility and units (Figure 7.9). The first user input screen in ProjDoc is the Menu Bar that appears below. Before beginning the process of initializing a project, enter the **Utilities** option and select the **Files** option to make sure you are using the right data bases. This option will be explained more thoroughly later in the manual. After you are sure you are in the right data base file, select the **Projects** option on the bar menu to begin the process of project documentation.

```
┌──────────────────┌─────────────────────────┐──────────────────┐
│                  │    • •  ProjDoc  • •     │                  │
│  ┌───────────────┴─────────────────────────┴───────────────┐  │
│  │  Projects    Worksheets    DD Forms    Output    Utilities │ │
│  └──────────────────────────────────────────────────────────┘ │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│    ┌─────────────────────────────────────────────────────┐    │
│    │  Use ↑↓→← or type letter to select, Q to Quit menu.  │    │
└────┴─────────────────────────────────────────────────────┴────┘
```
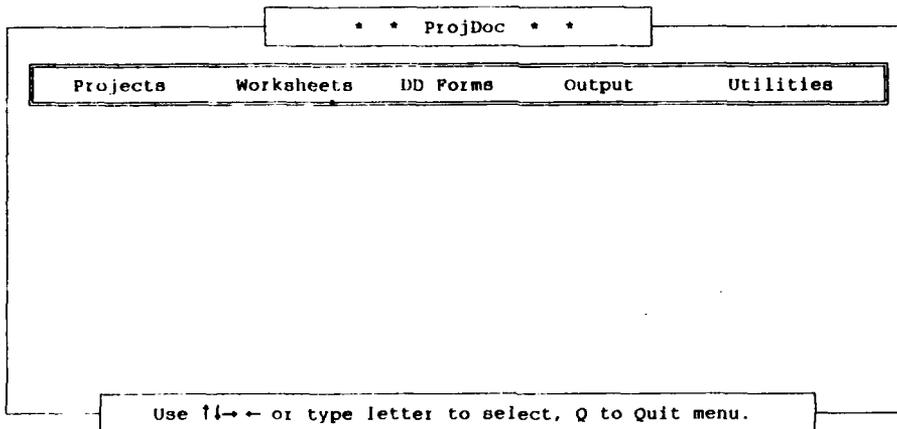
Figure 7.9

3.0.1 Projects Pull-down Menu. After selecting the **Projects** option, there will be three more options from which to select (Figure 7.10). These options can be seen in the pull-down menu on the screen shown below. The first option, **Configure**, allows us to align the project with its facility and units. The second option, **Basic Info**, allows you to enter information about the project. The first and second option are required for each project. The third option, **AMSA Info**, is used to enter the information needed for the worksheets when an <u>A</u>rea <u>M</u>aintenance <u>S</u>upport <u>A</u>ctivity (AMSA) is included in the project.

```
┌──────────────────┌─────────────────────────┐──────────────────┐
│                  │    • •  ProjDoc  • •     │                  │
│  ┌───────────────┴─────────────────────────┴───────────────┐  │
│  │  Projects    Worksheets    DD Forms    Output    Utilities │ │
│  ├──────────────┐───────────────────────────────────────────┘ │
│  │  Configure   │                                              │
│  │  Basic Info  │                                              │
│  │  AMSA Info   │                                              │
│  └──────────────┘                                              │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│    ┌─────────────────────────────────────────────────────┐    │
│    │  Use ↑↓→← or type letter to select, Q to Quit menu.  │    │
└────┴─────────────────────────────────────────────────────┴────┘
```

Figure 7.10

3.1 Configuring the Project With Its Facility and Units. As we begin the ProjDoc project documentation process, we align the Project with its facility and unit(s). Each project is for a particular USAR facility and its units. The Project Configuration screen (Figure 7.11), allows you to input this information.

```
City: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓        State: ▓▓        Fiscal Year: ▓▓▓▓
┌── Project: ▓▓▓▓▓ ──┌──────── Project Configuration ────────┐── Deleted: ▓ ──┐
│                    │            Project Information                          │
│   Project Title: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│  ┌──────────────────────────────────────────────────────────────────────┐  │
│  │                      Facility Information                             │  │
│  │   Facility Name: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  Facility ID: ▓▓▓▓         │  │
│  │   Street      :  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                          │  │
│  │   MUSARC      :  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ CONUSA: ▓                        │  │
│  └──────────────────────────────────────────────────────────────────────┘  │
│  ┌──────────────────────────────────────────────────────────────────────┐  │
│  │    To Attach Units Associated with this Project go to pages 2 & 3     │  │
│  │    Mission Information may be entered after Units have been Attached   │  │
│  │                                                                        │  │
│  └──────────────────────────────────────────────────────────────────────┘  │
│  ┌────────────────────────────────────────────────────────────────────┐    │
└──│   ↑↓ Browse     S:Search    F:Facility    D:Delete    Q:Quit       │────┘
   └────────────────────────────────────────────────────────────────────┘
     PgUp For Previous Screen     PgDn For Next Screen        Screen 01
```

Figure 7.11

3.1.1 Screen Menu Bar. The bottom of the Project Configuration screen has a menu bar with commands that control the screens. When this screen is first accessed, control will be in this menu. On the screen will be the information for the first project in the data base. The screen menu bar will allow you to access and edit all of the projects basic information in the data base. Either press the space bar to move the highlight over the command and press the "Enter" key to initiate the command, or type the letter preceding the command needed. Each of the commands is explained below.

3.1.1.1 ↑↓ Browse. Use the up and down arrow keys to see the next and previous projects in the data base respectively.

3.1.1.2 S:Search. Select Search or type "S" to locate and recall a project record and display it on the screen. This option will also allow you to create a new project. The Search option is explained more on page 7-11.

3.1.1.3 F:Facility. Select Facility or type "F" to search for facilities or create new facilities. The Facility option is explained more on page 7-14.

3.1.1.4 D:Delete. Select Delete or type "D" to delete the current project displayed on the screen. The Delete option is explained more on page 7-20.

3.1.1.5 Q:Quit. Use Quit to exit the current screen and return to the previous menu, which in this case is the Main menu.

3.1.2 The Project Search Screen. Select Search or type "S" to locate and recall a project record and display it on the screen. This option will also allow you to create a new project. When this command is initiated, a search screen (Figure 7.12) will appear.

```
┌──────────────┤ Project Search Screen ├──────────────┐
│                                                      │
│                                                      │
│   Project Number: ▓▓▓▓▓                              │
│   Project Title : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   │
│   Fiscal Year   : ▓▓▓▓                               │
│                                                      │
│   Facility Name : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   Facility ID: ▓▓▓▓│
│   Street        : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                  │
│   City          : ▓▓▓▓▓▓▓▓▓▓▓▓    State: ▓▓  Zip: ▓▓▓▓▓▓▓▓│
│   MUSARC        : ▓▓▓▓▓▓▓▓▓▓▓▓   CONUSA: ▓            │
│                                                      │
│   Fill in desired search conditions.  Leave the rest blank they│
│   will be ignored.                                   │
│                                                      │
│                                                      │
│  ┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├│
└──────────────────────────────────────────────────────┘
```

Figure 7.12

From the Project Search Screen, you can identify a specific project by entering the ENTIRE Project Number or partial information for any other field such as project title, facility name, or state. After entering the desired information, press the "PgDn" key to start the search.

3.1.2.1 Search for an Existing Project. If ProjDoc finds one (and only one) match to the information you have supplied, the information for that project will then be immediately displayed on the Project Search Screen (Figure 13). ProjDoc may find many matches if you simply supplied a CONUSA or a city that could contain many projects. Then it will prompt you to scroll through the projects identified by the Search Screen until the project which you are seeking is located. Type "Y" and press the "Enter" key if you do not want a project; type "N", then press the "Enter" key if the project you want appears on the screen.

```
┌──────────────┤ Project Search Screen ├──────────────┐
│                                                      │
│                                                      │
│   Project Number: ▓▓▓▓▓                              │
│   Project Title : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   │
│   Fiscal Year   : ▓▓▓▓                               │
│                                                      │
│   Facility Name : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   Facility ID: ▓▓▓▓│
│   Street        : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                  │
│   City          : ▓▓▓▓▓▓▓▓▓▓▓▓    State: ▓▓  Zip: ▓▓▓▓▓▓▓▓│
│   MUSARC        : ▓▓▓▓▓▓▓▓▓▓▓▓   CONUSA: ▓            │
│                                                      │
│   Fill in desired search conditions.  Leave the rest blank they│
│   will be ignored.                                   │
│       Continue Searching? (Y/N)  ▓                   │
│                                                      │
│       Working .. .. ..                               │
│  ┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├│
└──────────────────────────────────────────────────────┘
```

Figure 7.13

3.1.2.2 Initializing a New Project. If ProjDoc is unable to find a match for the information, it will display a prompt at the bottom of the search screen (Figure 7.14).

```
┌───────────────┌─────────────────────────────┐───────────────────┐
│               │    Project Search Screen    │                   │
│               └─────────────────────────────┘                   │
│                                                                  │
│       Project Number:  ....                                      │
│       Project Title :  ...................................       │
│       Fiscal Year   :  ....                                      │
│                                                                  │
│       Facility Name :  .............................   Facility ID: ....  │
│       Street        :  .............................             │
│       City          :  ...................   State:    Zip: ........  │
│       MUSARC        :  ...............       CONUSA:             │
│                                                                  │
│       Fill in desired search conditions.  Leave the rest blank they  │
│       will be ignored.                                           │
│              No (more) records match search criteria.            │
│                                                                  │
│          Create a NEW Project? (Y/N)                             │
│       ┌──────────────────────────────────────────────────────┐  │
└───────┤  Use ↑↓→← keys to move around the screen.  PgDn to finish ├──┘
        └──────────────────────────────────────────────────────┘
```

Figure 7.14

At this point, you may type "N" and press the "Enter" key to return to the screen where you initiated the search, or you may type "Y" and press the "Enter" key to initialize a new project.

If you choose to create a new project, the Facility Search screen will be displayed (Figure 7.15). ProjDoc is now asking you to align a facility with the new project number. On this screen, you can either supply a facility number or any other information that will allow ProjDoc to find the data associated with this facility.

```
┌──────────────┌─────────────────────────────┐───────────────────┐
│              │    Facility Search Screen   │                   │
│              └─────────────────────────────┘                   │
│                                                                 │
│     Facility ID   :  ......                                     │
│     Facility Name :  .................................          │
│     Street        :  ...............................            │
│     City          :  ...............      State:    Zip Code: ........  │
│                                                                 │
│     MUSARC        :  ............         CONUSA:               │
│                                                                 │
│            Action Officers               Action Officers        │
│     MUSARC  :  ....................   OCAR    :  ..............  │
│     CONUSA  :  ...............        FORSCOM:  ..............   │
│                                                                 │
│        Fill in desired search conditions.  Leave the rest blank they  │
│        will be ignored.                                         │
│                                                                 │
│      ┌──────────────────────────────────────────────────────┐  │
└──────┤  Use ↑↓→← keys to move around the screen.  PgDn to finish ├──┘
       └──────────────────────────────────────────────────────┘
```

Figure 7.15

After supplying ProjDoc with any search information for the facility, press the "PgDn" key. ProjDoc will then try to find a match to the information given. If ProjDoc cannot find a match, it will display a message (Figure 7.16) saying there is no match in the data base, and ask if you would like to create a new facility.

```
┌────────────┤ Facility Search Screen ├────────────┐
│                                                   │
│  Facility ID   : ▓▓▓▓                             │
│  Facility Name : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓           │
│  Street        : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓           │
│  City          : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  State: ▓▓ Zip Code: ▓▓▓▓▓▓▓▓▓▓ │
│                                                   │
│  MUSARC        : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  CONUSA: ▓       │
│                                                   │
│           Action Officers          Action Officers│
│  MUSARC : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓    OCAR   : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓│
│  CONUSA : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓    FORSCOM: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓│
│                                                   │
│     Fill in desired search conditions.  Leave the rest blank they │
│     will be ignored.                              │
│         No (more) records match search criteria.  │
│                                                   │
│         Create a New Facility (Y/N)  ▓            │
│   ┌─────────────────────────────────────────────┐ │
└───┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├───┘
```

Figure 7.16

Type "Y" and press the "Enter" key and ProjDoc will initiate the new project with the project number you specified earlier and the new facility number. To verify this, ProjDoc will display a message that will tell you it is initializing a new project with the new facility you have created attached to it (Figure 7.17). * NOTE--When you create a new facility through ProjDoc, all you are creating is the facility ID number. Thus, you must exit ProjDoc and use the Facility program to enter the information which goes along with the facility (Ex: Facility Name, Street, City, etc.). If you type "N" and press the "Enter" key, ProjDoc will abandon the project. A project cannot exist without a facility.

```
┌────────────┤ Project Search Screen ├────────────┐
│                                                  │
│  Project Number: ▓▓▓▓                            │
│  Project Title : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│  Fiscal┌──────────────────────────────────────┐  │
│        │                                      │  │
│  Facili│        Adding Project: *****          │  │
│  Street│                                      │  │
│  City  │                                      │  ▓▓▓▓▓▓▓▓▓▓│
│  MUSARC└──────────────────────────────────────┘  │
│                                                  │
│     Fill in desired search conditions.  Leave the rest blank they│
│     will be ignored.                             │
│         No (more) records match search criteria. │
│                                                  │
│         Create a NEW Project? (Y/N)  ▓           │
│   ┌────────────────────────────────────────────┐ │
└───┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├───┘
```

Figure 7.17

If you specified facility information that has only one match, ProjDoc will display the screen shown above, without asking you to create a new facility as described earlier. However, if ProjDoc finds more than one match to the information you supplied, it will ask you if you want the facility displayed or if you would like to continue searching (Figure 7.18). To continue searching, type "Y" and press the "Enter" key. Once ProjDoc finds the facility you want, type "N" and press the "Enter" key. ProjDoc will then display the message, as shown on previous page, saying it is initializing the new project with the facility you have chosen.

```
┌─────────────────┤ Facility Search Screen ├─────────────────┐
│                                                             │
│   Facility ID    : ▓▓▓▓▓                                    │
│   Facility Name  : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│   Street         : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│   City           : ▓▓▓▓▓▓▓▓▓▓▓  State: ▓▓  Zip Code: ▓▓▓▓▓▓▓│
│                                                             │
│   MUSARC         : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   CONUSA: ▓            │
│                                                             │
│            Action Officers              Action Officers     │
│   MUSARC : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   OCAR   : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     │
│   CONUSA : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   FORSCOM: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     │
│                                                             │
│      Fill in desired search conditions.  Leave the rest blank they │
│      will be ignored.                                       │
│            Continue Searching? (Y/N) ▓                      │
│                                                             │
│    ┌──────────────────────────────────────────────────┐    │
└────┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├────┘
```

Figure 7.18

3.1.3 The Facility Search Screen. The screen bar on the Project Configuration screen contains the **F:Facility** option. This option is unique to the Project Configuration screen. This selection allows you to search for facilities or even create new ones that are not in the data base. Select this option by either typing "F" or by highlighting the option and pressing the "Enter" key. The Facility Search Screen (Figure 7.19) will be displayed.

```
┌─────────────────┤ Facility Search Screen ├─────────────────┐
│                                                             │
│   Facility ID    : ▓▓▓▓▓                                    │
│   Facility Name  : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│   Street         : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│   City           : ▓▓▓▓▓▓▓▓▓▓▓  State: ▓▓  Zip Code: ▓▓▓▓▓▓▓│
│                                                             │
│   MUSARC         : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   CONUSA: ▓            │
│                                                             │
│            Action Officers              Action Officers     │
│   MUSARC : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   OCAR   : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     │
│   CONUSA : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   FORSCOM: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     │
│                                                             │
│      Fill in desired search conditions.  Leave the rest blank they │
│      will be ignored.                                       │
│                                                             │
│    ┌──────────────────────────────────────────────────┐    │
└────┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├────┘
```

Figure 7.19

You may use the Facility Search screen in one of two ways. First, you can use the screen to find a facility and its associated information. Second, you may use the screen to create a new facility. Both methods are explained in the next few pages.

3.1.3.1 Searching for a Facility. There are two ways to find a facility and its associated information. If you know the Facility ID number, you can enter that ID number on the screen and then press the "PgDn" key. ProjDoc will instantly find the facility and its associated information.

If you do not know the Facility ID number, but you do know some other information about the facility, you can have ProjDoc find the facility based on fragmentary information. To find a facility and

its associated information, simply supply any information about the facility you want, such as the city, state, or the CONUSA in which the facility is located. You do not have to supply all the information for any field. Just two letters or numbers of the information will be enough for ProjDoc to search for the facility. Information can be entered in upper and lower case. When you are through supplying information about the facility, press the "PgDn" key and ProjDoc will try to find a match for the information supplied. If ProjDoc finds more than one match to the criteria you have supplied, it will display the information in the data base about the first match it has found and display a message at the bottom of the screen (Figure 7.20). This message is asking if you would like to select the facility shown or if you would you like it to search for another facility.

```
              ┌─────────────────────────────┐
─────────────┤    Facility Search Screen    ├──────────────────────┐
│            └─────────────────────────────┘                        │
│  Facility ID    :                                                 │
│  Facility Name  :                                                 │
│  Street         :                                                 │
│  City           :                      State:      Zip Code:      │
│                                                                   │
│  MUSARC         :                      CONUSA:                    │
│                                                                   │
│          Action Officers                     Action Officers      │
│  MUSARC  :                            OCAR    :                    │
│  CONUSA  :                            FORSCOM:                     │
│                                                                   │
│      Fill in desired search conditions.  Leave the rest blank they│
│      will be ignored.                                             │
│            Continue searching? (Y/N)                              │
│                                                                   │
│            Working .. .. ..                                       │
│      ┌──────────────────────────────────────────────────────┐    │
└──────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish├───┘
       └──────────────────────────────────────────────────────┘
```

Figure 7.20

Type "N" then press the "Enter" key if you would like to stop searching and select the facility ProjDoc has displayed. Type "Y" then press the "Enter" key if you would like to see the next facility ProjDoc can find that matches the information you have entered. If ProjDoc cannot find any more projects, it will display the message, "No more records match search criteria" (Figure 7.21).

```
              ┌─────────────────────────────┐
─────────────┤    Facility Search Screen    ├──────────────────────┐
│            └─────────────────────────────┘                        │
│  Facility ID    :                                                 │
│  Facility Name  :                                                 │
│  Street         :                                                 │
│  City           :                      State:      Zip Code:      │
│                                                                   │
│  MUSARC         :                      CONUSA:                    │
│                                                                   │
│          Action Officers                     Action Officers      │
│  MUSARC  :                            OCAR    :                    │
│  CONUSA  :                            FORSCOM:                     │
│                                                                   │
│      Fill in desired search conditions.  Leave the rest blank they│
│      will be ignored.                                             │
│            No (more) records match search criteria.               │
│                                                                   │
│            Please press any key to continue ...                   │
│      ┌──────────────────────────────────────────────────────┐    │
└──────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish├───┘
       └──────────────────────────────────────────────────────┘
```

Figure 7.21

When this message appears, press any key and ProjDoc will return you to the Project Configuration screen.

When you select a particular facility, ProjDoc will display the message shown in Figure 7.22. ProjDoc is asking if you would like to add the units associated with the chosen facility to the units you already have aligned with the project. Units will be explained on p. 7-17.

```
City: ▩▩▩▩▩▩▩▩▩▩▩▩▩▩        State: ▩▩        Fiscal Year: ▩▩▩▩
 ┌─ Project: ▩▩▩▩ ─┌──────────────────────────┐── Deleted: ▩ ─┐
 │                 │   Project Configuration  │              │
 │                 └──────────────────────────┘              │
 │                      Project Information                  │
 │   Project Title: ▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩     │
 ├───────────┌──────────────────────────────────┐──────────┤
 │           │      Add All Units Currently Located         │
 │ Facility  │   at this Facility to the Project?   │▩▩▩▩   │
 │ Street    │            [Y]es/[N]o: ▩          │          │
 │ MUSARC    └──────────────────────────────────┘          │
 ├──────────────────────────────────────────────────────────┤
 │      To Attach Units Associated with this Project go to pages 2 & 3 │
 │      Mission Information may be entered after Units have been Attached │
 │                                                          │
 └─┌──────────────────────────────────────────────────────┐─┘
   │ ↑↓ Browse   S:Search   F:Facility   D:Delete   Q:Quit │
   └──────────────────────────────────────────────────────┘
   PgUp For Previous Screen    PgDn For Next Screen      Screen 01
```

Figure 7.22

Type "Y" and press the "Enter" key if you would like the units associated with the facility to be added to the project list. If there are no units associated with the facility and you typed "Y", you will not damage the data on the Project Unit Information Screen. If you do not want the units associated with the facility added to the list you have on the Project Unit Information Screen, type "N" and press the "Enter" key. If you typed "Y", ProjDoc will display a short message (Figure 7.23).

```
City: ▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩        State: ▩▩        Fiscal Year: ▩▩▩▩
 ┌─ Project: ▩▩▩▩ ─┌──────────────────────────┐── Deleted: ▩ ─┐
 │                 │   Project Configuration  │              │
 │                 └──────────────────────────┘              │
 │                      Project Information                  │
 │   Project Title: ▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩▩     │
 ├───────────┌──────────────────────────────────┐──────────┤
 │           │                                   │          │
 │ Facility  │   Adding Units...  Please Wait.   │▩▩▩▩      │
 │ Street    │                                   │          │
 │ MUSARC    └──────────────────────────────────┘          │
 ├──────────────────────────────────────────────────────────┤
 │      To Attach Units Associated with this Project go to pages 2 & 3 │
 │      Mission Information may be entered after Units have been Attached │
 │                                                          │
 └─┌──────────────────────────────────────────────────────┐─┘
   │ ↑↓ Browse   S:Search   F:Facility   D:Delete   Q:Quit │
   └──────────────────────────────────────────────────────┘
   PgUp For Previous Screen    PgDn For Next Screen      Screen 01
```

Figure 7.23

3.1.3.2 Creating a New Facility. To create a new facility, type the new facility ID number on the facility search screen. The facility ID number must consist of five characters and/or numbers. You can also include any other information you want to go along with it. When you are finished, press the "PgDn" key. A message will be displayed on the screen saying there are no matches to the information you supplied and asking if you would like to create a new facility (Figure 7.24).

```
┌──────────────┌─────────────────────────────┐──────────────────┐
│              │     Facility Search Screen  │                  │
│              └─────────────────────────────┘                  │
│  Facility ID   :                                              │
│  Facility Name :                                              │
│  Street        :                                              │
│  City          :                         State:   Zip Code:   │
│                                                               │
│  MUSARC        :                         CONUSA:              │
│                                                               │
│          Action Officers             Action Officers          │
│  MUSARC  :                        OCAR    :                    │
│  CONUSA  :                        FORSCOM :                    │
│                                                               │
│      Fill in desired search conditions.  Leave the rest blank they │
│      will be ignored.                                         │
│          No (more) records match search criteria.            │
│                                                               │
│      Create a NEW Facility?  (Y/N)                            │
│        ┌──────────────────────────────────────────────────┐  │
└────────┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├──┘
         └──────────────────────────────────────────────────┘
```

Figure 7.24

Type "Y" and press the "Enter" key to create the new facility. ProjDoc will then display the Project Configuration Screen with the facility you have just created as the project facility.   Remember, you have created a Facility ID number. Any information about that facility will have to be added through the Facility program.

3.1.4 The Project Unit Information Screen. The Project Unit Information screen (Figure 7.25) allows you to select units for the project. This screen can be accessed from the Project Configuration screen by pressing the "PgDn" key. The screen can accept as many as 15 units. If more units are needed, press the "PgDn" key and another identical screen will appear. The screen number is at the bottom right of the screen. If you have more than one Project Unit Information screen, they will be numbered sequentially.

```
   City:                        State:        Fiscal Year:
┌── Project:        ──┌─────────────────────────┐── Deleted: ──┐
│                     │ Project Unit Information │              │
│                     └─────────────────────────┘              │
│                                    New                       │
│    Unit Designation        UIC    Mission   Modern  Replace  New Const │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│  ┌──────────────────────────────────────────────────────┐   │
└──┤ ↑↓ Browse  S:Search  A:Attach  R:Remove  E:Edit  D:Delete  Q:Quit ├──┘
   └──────────────────────────────────────────────────────┘
     PgUp For Previous Screen    PgDn For Next Screen    Screen 02
```

Figure 7.25

The ↑↓ Browse, S:Search, D:Delete, and Q:Quit options perform functions on the projects, not the units. These work the same as in the Project Configuration Screen. The A:Attach, R:Remove, and E:Edit options are explained on the next few pages.

7-17

3.1.4.1 Attaching Units to a Project. The Screen bar menu on the Project Unit Information Screen contains the A:Attach option which is exclusive to this screen. This option allows you to Attach units to the project. You can either attach an existing unit or create a new unit. Type "A" or highlight the A:Attach option and press the "Enter" key to select the option. ProjDoc will then display the Unit Search Screen (Figure 7.26).

```
                 ┌──────────────────────────────┐
─────────────────┤     Unit Search Screen       ├─────────────────
│                └──────────────────────────────┘                 │
│                               ·                                 │
│                                                                 │
│                                                                 │
│           Unit ID Code:                                         │
│           Unit Name   :                                         │
│                                                                 │
│                                                                 │
│                                                                 │
│        Fill in desired search conditions.  Leave the rest blank they │
│        will be ignored.                                         │
│                                                                 │
│      ┌──────────────────────────────────────────────────────┐  │
└──────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish ├──┘
       └──────────────────────────────────────────────────────┘
```
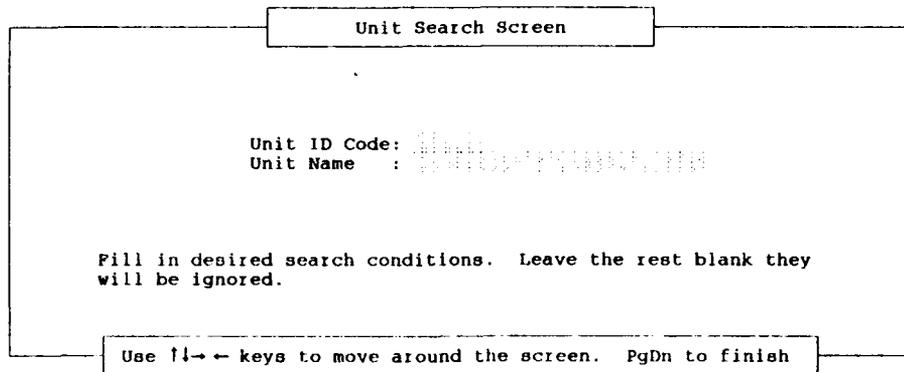
Figure 7.26

The Unit Search screen works the same way as the Facility Search screen and the Project Search Screen. You can use the screen to find an existing unit, or to create a new unit.

3.1.4.1.1 Searching for a Unit. There are two ways to find a unit and its associated information. If you know the Unit ID Code, you can enter that ID code on the screen and then press the "PgDn" key. ProjDoc will instantly find the unit and its Unit Name. If you do not know the Unit ID code, but you do know the Unit Name or part of the Unit Name, supply that information. Just two letters or numbers of the Unit Name will be enough for ProjDoc to search for the unit. Information can be entered in upper and lower case. After you have entered either the Unit ID Code, or all or part of the Unit Name, press the "PgDn" key and ProjDoc will try to find a match for the information supplied. If ProjDoc finds more than one match to the criteria you have supplied, it will display the information in the data base about the first match it has found and display a message at the bottom of the screen (Figure 7.27). This message is asking if you would like to select the unit shown, or if you would you like it to search for another unit.

```
                 ┌──────────────────────────────┐
─────────────────┤     Unit Search Screen       ├─────────────────
│                └──────────────────────────────┘                 │
│                                                                 │
│                                                                 │
│           Unit ID Code:                                         │
│           Unit Name   :                                         │
│                                                                 │
│                                                                 │
│        Fill in desired search conditions.  Leave the rest blank they │
│        will be ignored.                                         │
│              Continue searching? (Y/N)                          │
│                                                                 │
│          Working .. .. ..                                       │
│      ┌──────────────────────────────────────────────────────┐  │
└──────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish ├──┘
       └──────────────────────────────────────────────────────┘
```

Figure 7.27

7-18
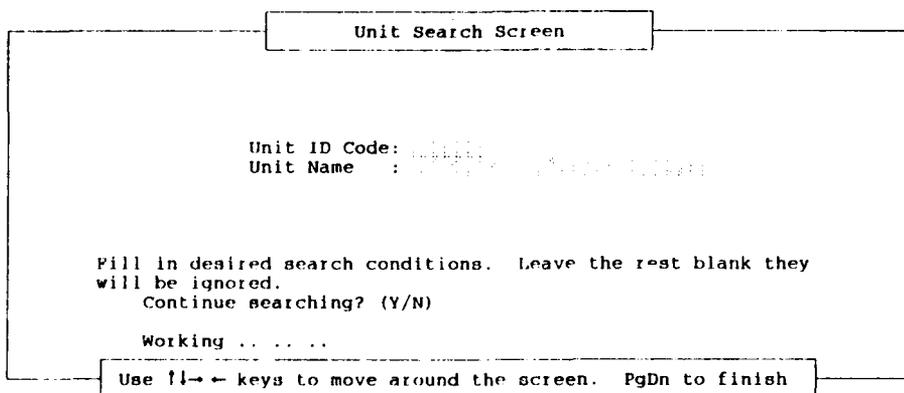
Type "N" then press the "Enter" key if you would like to stop searching and select the unit ProjDoc has displayed. Type "Y" then press the "Enter" key if you would like to see the next unit ProjDoc can find that matches the information you have entered. If ProjDoc cannot find any more units, it will display the message, "No (more) records match search criteria" (Figure 7.28).

```
  ┌────────────────┌─────────────────────────────┐──────────────────┐
  │                │     Unit Search Screen       │                  │
  │                └─────────────────────────────┘                  │
  │                                                                  │
  │                                                                  │
  │                                                                  │
  │          Unit ID Code:  .. .  ...                               │
  │          Unit Name    :                   .. . :.   .: .        │
  │                                                                  │
  │                                                                  │
  │                                                                  │
  │    Fill in desired search conditions.  Leave the rest blank they│
  │    will be ignored.                                              │
  │        No (more) records match search criteria.                 │
  │                                                                  │
  │        Please press any key to continue ...                     │
  │  ┌────────────────────────────────────────────────────────────┐ │
  └──│ Use ↑↓→ ← keys to move around the screen.  PgDn to finish   │─┘
     └────────────────────────────────────────────────────────────┘
```

Figure 7.28

When this message appears, press any key and ProjDoc will return you to the Project Configuration screen.

3.1.4.1.2 Creating a New Unit. To create a new unit, enter the new Unit ID Code on the Unit Search screen (Figure 7.29). The Unit ID Code must consist of six characters or numbers. You can also include a Unit Name to go along with it. When you are finished, press the "PgDn" key. A message will be displayed on the screen saying there are no matches to the information you gave and asking if you would like to create a new unit. The screen message displayed is shown below.

```
  ┌────────────────┌─────────────────────────────┐──────────────────┐
  │                │     Unit Search Screen       │                  │
  │                └─────────────────────────────┘                  │
  │                                                               .  │
  │                                                                  │
  │                                                                  │
  │          Unit ID Code:  ...  . :                                │
  │          Unit Name    :  ....: :    .  . .:.:.:.                │
  │                                                                  │
  │                                                                  │
  │                                                                  │
  │    Fill in desired search conditions.  Leave the rest blank they│
  │    will be ignored.                                              │
  │        No records match search criteria.                        │
  │                                                                  │
  │        Create a NEW Unit? (Y/N)                                 │
  │  ┌────────────────────────────────────────────────────────────┐ │
  └──│ Use ↑↓→ ← keys to move around the screen.  PgDn to finish   │─┘
     └────────────────────────────────────────────────────────────┘
```

Figure 7.29

Type "Y" and press the "Enter" key to create the new unit. ProjDoc will then display the Project Unit Information Screen with the new unit you have just created added to the project. Remember that you have created a Unit ID Code, and that any information about that unit will have to be added through

the Unit program.   If you type "N" and press the enter key, ProjDoc will take you back to the Project Unit Configuration Screen.

3.1.5 D:Delete. Select **Delete** or type "D" to delete the current project displayed on the screen. This will mark the project for eventual deletion from the data base. After selecting Delete, a message will be displayed (Figure 7.30). This message warns you that you will be deleting the project from the data base, and gives you a chance to cancel the procedure by typing "N".

```
   City:                          State:          Fiscal Year:
┌─ Project:        ──┌─────────────────────────┐── Deleted:  ─────────┐
│                    │   Project Configuration │                      │
│                    └─────────────────────────┘                      │
│                        Project Information                           │
│  Project Title:                                                      │
│  ┌──────────────────────────────────────────────┐                   │
│  │          Are You Sure You Want Me             │                   │
│  Facility      To DELETE This Project                                │
│  Street             [Y]es/[N]o:                                      │
│  MUSARC  └──────────────────────────────────────┘                   │
│                                                                      │
│      To Attach Units Associated with this Project go to pages 2 & 3  │
│      Mission Information may be entered after Units have been Attached│
│  ┌───────────────────────────────────────────────────────────────┐  │
└──│  ↑↓ Browse    S:Search    F:Facility    D:Delete    Q:Quit     │──┘
   └───────────────────────────────────────────────────────────────┘
   PgUp For Previous Screen    PgDn For Next Screen       Screen 01
```

Figure 7.30

Type "Y" if you would like to delete the project from the data base. A message will be displayed telling you which project is being deleted from the data base (Figure 7.31). * **Make sure you are in the right project before deleting.**

```
   City:                          State:          Fiscal Year:
┌─ Project:        ──┌─────────────────────────┐── Deleted:  ─────────┐
│                    │   Project Configuration │                      │
│                    └─────────────────────────┘                      │
│                        Project Information                           │
│  Project Title:                                                      │
│  ┌──────────────────────────────────────────────┐                   │
│  Facility                                                            │
│  Street       Deleting Project Number:                               │
│  MUSARC  └──────────────────────────────────────┘                   │
│                                                                      │
│      To Attach Units Associated with this Project go to pages 2 & 3  │
│      Mission Information may be entered after Units have been Attached│
│  ┌───────────────────────────────────────────────────────────────┐  │
└──│  ↑↓ Browse    S:Search    F:Facility    D:Delete    Q:Quit     │──┘
   └───────────────────────────────────────────────────────────────┘
   PgUp For Previous Screen    PgDn For Next Screen       Screen 01
```

Figure 7.31

3.2 Basic Project Information Screens. After the Project Configuration screen has been completed, the next task is to enter pertinent information about the project. The information needed will be displayed on three different screens accessed by selecting **Basic Info** on the **Projects** pull-down menu. The first

screen (Figure 7.32) contains data fields including the Project Description, Project Dates, and State Board Information. To enter data into these screens, either type "E" or highlight E:Edit and press the "Enter" key. Additional screens contain fields for corps-specific information (Figure 7.33), and information related to miscellaneous projects (Figure 7.34).

```
City: ███████████████████████    State: ███    Fiscal Year: ████
 ┌ Project: ████ ─┌────────────────────────┐── Deleted: █ ─┐
 │                │    Basic Information    │              │
 │                └────────────────────────┘              │
 │         PROJECT DESCRIPTION                             │
 │            ███████████████████████████████████████████ │
 │                                                         │
 │                                                         │
 │         PROJECT DATES                                   │
 │            Project Fiscal Year        : ██████████      │
 │            Project Validation date    : ██████████      │
 │            Preparation Date of Documents : ██████████   │
 │            Last Personnel Strength Record: ██████████   │
 │                                                         │
 │                                                         │
 │         STATE FACILITY REVIEW BOARD RECOMMENDATION      │
 │            Board Meeting Date   : █████████             │
 │            Is This Project Joint: █                     │
 │                                                         │
 │        ┌──────────────────────────────────────────┐    │
 └────────│ ↑↓ Browse   S:Search   E:Edit   D:Delete   Q:Quit │────┘
          └──────────────────────────────────────────┘
    PgUp  For Previous Screen    PgDn  For Next Screen    Screen 01 of 03
```

Figure 7.32

```
City: ████████████████████████    State: ███    Fiscal Year: ████
 ┌ Project: █████ ─┌──────────────────────────┐── Deleted: █ ─┐
 │                 │  Corps and Area Information │             │
 │                 └──────────────────────────┘               │
 │         CORPS INFORMATION                                  │
 │            Corps of Engineer District   : █████████████████ │
 │            Corps of Engineer Division   : █████████████████ │
 │            Construction Agent for Project: ████████████████ │
 │            Design Agent for Project     : █████████████████ │
 │                                                            │
 │         SPECIAL TRAINING AREAS                             │
 │            Band Room            : █      Physical Exam Wing: █ │
 │            Drafting Room        : █      Rifle Range       : █ │
 │            G.O. Conference Room: █       S.C.I.F.          : █ │
 │            Instructor Classroom: █       Soil Testing Lab  : █ │
 │            Medical Section      : █      USARF Storage      : █ │
 │            Photo Lab            : █                         │
 │        ┌──────────────────────────────────────────┐        │
 └────────│ ↑↓ Browse   S:Search   E:Edit   D:Delete   Q:Quit │────┘
          └──────────────────────────────────────────┘
    PgUp  For Previous Screen    PgDn  For Next Screen    Screen 02 of 03
```

Figure 7.33

```
City: ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒        State: ▒▒        Fiscal Year: ▒▒▒▒
┌ Project: ▒▒▒▒ ─┌──────────── Misc. Information ────────────┐── Deleted: ▒ ─┐
│                │                                           │               │
│          ADDITIONAL PROJECTS PLANNED IN THE NEXT FOUR YEARS                │
│                Project 1) ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒                 │
│                Project 2) ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒                 │
│                                                                           │
│          PROJECT TYPE                                                      │
│                New        : ▒                                              │
│                Alteration: ▒                                              │
│                Addition   : ▒                                              │
│                Two Story  : ▒                                              │
│                                                                           │
│                                                                           │
│          LAND ACQUISITION                                                  │
│                Acres Required for Land Acquisition: ▒▒▒▒▒▒▒▒▒▒▒            │
│                                                                           │
│    ┌──────────────────────────────────────────────────────────────────┐  │
│    │    ↑↓ Browse    S:Search    E:Edit    D:Delete    Q:Quit          │  │
└────┴──────────────────────────────────────────────────────────────────┴──┘
      PgUp  For Previous Screen    PgDn  For Next Screen    Screen 03 of 03
```

Figure 7.34

3.3 Project AMSA Information. For those projects which include an AMSA (Area Maintenance Support Activity), there is a special screen (Figure 7.35). The pertinent information included here will allow ProjDoc to make calculations and develop numbers for the Worksheets. The screen is shown below. To enter data into this screen, either type "E" or highlight E:Edit and press the "Enter" key. There are three columns of fields on the screen. The data on the current column are automatically shown on the screen and cannot be edited. They come from AMSA inventory data base (see Figure 5.8, p. 5-7). The only column that can be edited is the Increment column, where users will enter the additional numbers of personnel need for this project. Finally, the total column shows the sum of these two columns.

```
City: ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒        State: ▒▒▒        Fiscal Year: ▒▒▒▒
┌ Project: ▒▒▒▒▒ ─┌─────────── Project AMSA Information ───────────┐── Deleted: ▒▒─┐
│                 │                                               │              │
│    PROJECT TITLE:    ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒                              │
│                                                                              │
│   AMSA                                                                       │
│                                      Current        Increment       Total    │
│       Number of Supported Vehicles:    ▒▒▒            ▒▒▒            ▒▒▒      │
│                                                                              │
│       RECOGNIZED PERSONNEL                                                    │
│            Administrative        :     ▒▒▒            ▒▒▒            ▒▒▒      │
│            Mechanics             :     ▒▒▒            ▒▒▒            ▒▒▒      │
│            Commo/Elec Techs.     :     ▒▒▒            ▒▒▒            ▒▒▒      │
│            Instrument Repair Techs:    ▒▒▒            ▒▒▒            ▒▒▒      │
│            Small Arms Repair Techs:    ▒▒▒            ▒▒▒            ▒▒▒      │
│            Other                 :     ▒▒▒            ▒▒▒            ▒▒▒      │
│                                                                              │
│    ┌─────────────────────────────────────────────────────────────────────┐ │
│    │    ↑↓ Browse     S:Search     E:Edit     D:Delete     Q:Quit         │ │
└────┴─────────────────────────────────────────────────────────────────────┴─┘
      PgUp  For Previous Screen     PgDn  For Next Screen     Screen 01 of 01
```

Figure 7.35

4.0 Using the ProjDoc Worksheets. After filling out the necessary information about the project in Step 1, the next step is to use the ProjDoc worksheets to determine the project scope. To use the ProjDoc Worksheets, select the Worksheet option from the bar menu. There will be four options to choose from on the pull-down menu that is displayed (Figure 7.36).

```
           ┌───────────────────────────────────────┐
 ┌─────────┤      •  •  ProjDoc  •  •               ├───────────────────┐
 │ ┌───────┴───────────────────────────────────────┴─────────────────┐ │
 │ │ Projecta      Workaheeta    DD Forma    Output       Utilitiea   │ │
 │ └───────────────┬──────────────┬─────────────────────────────────┘ │
 │                 │ DA 5034R     │                                    │
 │                 │ Info Sys     │                                    │
 │                 │ •Replace     │                                    │
 │                 │  Calculate   │                                    │
 │                 └──────────────┘                                    │
 │                                                                     │
 │                                                        .            │
 │                                                                     │
 │ ┌─────────────────────────────────────────────────────────────────┐
 └─┤ Uae ↑↓→ ← or type letter to aelect, Q to Quit menu.              ├─┘
   └───────────────────────────────────────────────────────────────────┘
```
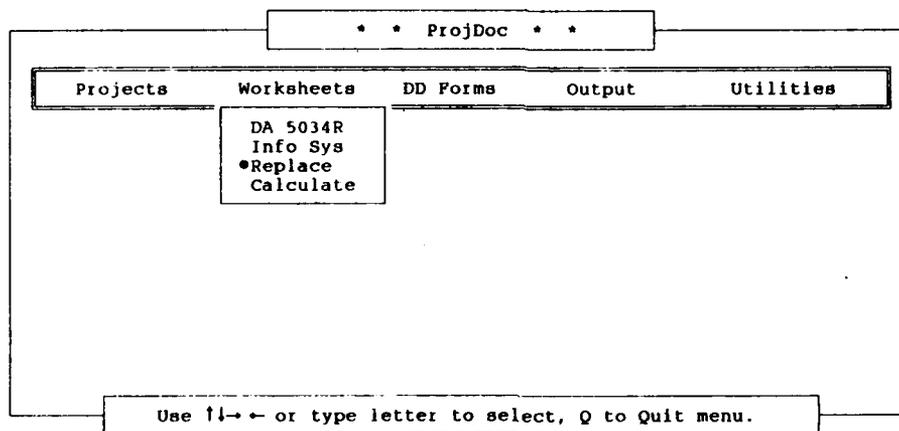
Figure 7.36

4.1 The DA 5034R Worksheets. Select the DA 5034R option from the pull-down menu under Worksheet to display the first DA 5034R screen. There will be seven screens in all. A message in the lower right hand corner of the screen will identify the screen by displaying "Screen 0? of 07." The Worksheets are broken down into five columns of information: **Space, Regulation, Approved, Existing,** and **Justify** (Figures 7.37 to 7.43). This can be seen on the screens shown on the following pages. The **Space** column lists the individual building areas. The **Regulation** column shows the amount of space allowed according to the regulations. ProjDoc calculated these numbers based on the information given in STEP 1 - Projects. The purpose of the worksheets is for you to look at what the regulation allows and determine if it is the amount of space that you need. If not, the **Approved** column is where you will enter the amount of space that you need as approved by your headquarters. The **Existing** column shows a total of the areas in each section of the form. The **Justify** column contains memo fields that can be accessed by choosing **E:Edit,** highlighting the needed memo, and entering the Text Editor. The Text Editor is entered by pressing the "Home" key while holding down the "Ctrl" key. If the word "memo" is in lower-case letters, no memo exists. If the word "MEMO" is in upper-case letters, there is an existing memo. **'NOTE: (If you are linked to a network, you may have trouble entering the Text Editor. This might occur because the network is taking up too much memory in your computer. If this is the case, you will need to get out of the network and then try again.)** The memo fields are where you must justify and explain the difference in the amount in the Regulation column from the amount in the Approved column.

Figure 7.37

Project: ———| DA Form 5034R Worksheet |——— Deleted:

Space	Regulation	Approved	Existing	Justify
1. ADMINISTRATIVE AREAS				
a. Full Time				
b. Unit Exclusive				
c. Unit Common				
d. Retention				
e. Administrative Support				
2. ASSEMBLY AREAS				
a. Assembly Hall				
b. Chair & Table Storage				
c. Kitchen				
(1) Food Preparation				
(2) Scullery				
(3) Food Storage				
d. Arms Vault				
e. Armorer				

↑↓ Browse   S:Search   E:Edit   D:Delete   Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 01 of 07

Figure 7.37

Figure 7.38

City: State: Fiscal Year:

Project: ———| DA Form 5034R Worksheet |——— Deleted:

Space	Regulation	Approved	Existing	Justify
3. EDUCATION AREAS				
a. Classrooms				
b. Library Reading Rooms				
c. Learning Center				
d. Library Storage				
e. Training Aid Storage				
f. Comsec Training				
4. STORAGE AREAS				
a. Unit & Individual Storage				
b. Staging				
c. Supply Offices				
d. Comsec Storage				
e. Janitorial Storage				
f. Flammable				

↑↓ Browse   S:Search   E:Edit   D:Delete   Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 02 of 07

Figure 7.38

Figure 7.39

City: State: Fiscal Year:

Project: ———| DA Form 5034R Worksheet |——— Deleted:

Space	Regulation	Approved	Existing	Justify
5. SPECIAL TRAINING AREAS				
a. Rifle Range				
b. Band Room				
c. Drafting Room				
d. General Officer Conference Room				
e. Instructor Classrooms				
f. Med. Sec. Training and Storage				
g. Photo Lab				
h. Physical Examining Section				
i. Publications Storage				
j. Sensitive Compartment Info. Fac.				
k. Soil Testing Lab				
l.				
m.				

↑↓ Browse   S:Search   E:Edit   D:Delete   Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 03 of 07

Figure 7.39

```
City:                              State:          Fiscal Year:
┌─ Project:          ┌─────────────────────────────┐  ── Deleted: ──────────┐
│                    │   DA Form 5034R Worksheet    │                        │
│                    └─────────────────────────────┘                        │
│  Space                      Regulation  Approved  Existing  Justify        │
│  6. SUPPORT AREAS                                                          │
│     a. Men's Toilets & Showers                                             │
│     b. Women's Toilets & Showers                                           │
│     c. Mechanical                                                          │
│     d. Electrical                                                          │
│     e. Telephone                                                           │
│                                                                            │
│                                                                            │
│  TOTAL CENTER NET AREA                                                     │
│     Circulation (15% or 22%)                                               │
│     Structural (5%)                                                        │
│                                                                            │
│  TOTAL CENTER GROSS AREA                                                   │
│                                                                            │
│                                                                            │
│  ┌──────────────────────────────────────────────────────────────────┐    │
│  │   ↑↓ Browse     S:Search     E:Edit     D:Delete     Q:Quit        │    │
└──┴──────────────────────────────────────────────────────────────────┴────┘
   PgUp  For Previous Screen    PgDn  For Next Screen    Screen 04 of 07
```

Figure 7.40

```
City:                              State:          Fiscal Year:
┌─ Project:          ┌─────────────────────────────┐  ── Deleted: ──────────┐
│                    │   DA Form 5034R Worksheet    │                        │
│                    └─────────────────────────────┘                        │
│  Space                      Regulation  Approved  Existing  Justify        │
│  7. MAINTENANCE SHOP AREAS                                                 │
│     a. OMS Shop Office                                                     │
│     b. OMS Unisex Toilet                                                   │
│     c. OMS Tool Storage                                                    │
│     d. OMS Parts Storage                                                   │
│     e. OMS Battery Storage/Charging                                        │
│     f. OMS Flammable Storage                                               │
│     g. AMSA Shop Office                                                    │
│     h. AMSA Men's Toilets                                                  │
│     i. AMSA Women's Toilets                                                │
│     j. AMSA Locker Room                                                    │
│     k. AMSA Classroom/Break Area                                           │
│                                                                            │
│  ┌──────────────────────────────────────────────────────────────────┐    │
│  │   ↑↓ Browse     S:Search     E:Edit     D:Delete     Q:Quit        │    │
└──┴──────────────────────────────────────────────────────────────────┴────┘
   PgUp  For Previous Screen    PgDn  For Next Screen    Screen 05 of 07
```

Figure 7.41

```
City:                              State:          Fiscal Year:
┌─ Project:          ┌─────────────────────────────┐  ── Deleted: ──────────┐
│                    │   DA Form 5034R Worksheet    │                        │
│                    └─────────────────────────────┘                        │
│  Space                      Regulation  Approved  Existing  Justify        │
│  7. MAINTENANCE SHOP AREA (cont.)                                          │
│     l. AMSA Tool Room                                                      │
│     m. AMSA Supply Room                                                    │
│     n. AMSA Battery Room                                                   │
│     o. AMSA Commo/Elec Shop                                                │
│     p. AMSA Instrument Repair Shop                                         │
│     q. AMSA Small Arms Repair Shop                                         │
│     r. AMSA Small Arms Vault                                               │
│     s. AMSA Flammable Storage                                              │
│     t. Mech/Custodial                                                      │
│     u. Work Bays                                                           │
│                                                                            │
│  ┌──────────────────────────────────────────────────────────────────┐    │
│  │   ↑↓ Browse     S:Search     E:Edit     D:Delete     Q:Quit        │    │
└──┴──────────────────────────────────────────────────────────────────┴────┘
   PgUp  For Previous Screen    PgDn  For Next Screen    Screen 06 of 07
```

Figure 7.42

```
City:                              State:          Fiscal Year:
— Project:         ——|   DA Form 5034R Worksheet    |   --- Deleted:   -----—

  Space                          Regulation  Approved  Existing  Justify
8. SUPPORTING FACILITIES
   a. POV Parking - Center (SY)
   b. POV Parking - AMSA (SY)
   c. OMS MEP (SY)
   d. AMSA MEP (SY)
   e. Wash Platforms (OMS) - (EA)
   f. Wash PLatforms (AMSA) - (EA)
   g. Covered Storage
   h. MEP Fencing Storage
   i. Access Roads




       ↑↓ Browse      S:Search     E:Edit      D:Delete      Q:Quit

     PgUp  For Previous Screen    PgDn  For Next Screen    Screen 07 of 07
```

Figure 7.43

4.2 The Information System Worksheet. The next worksheet is the **Information System Worksheet**. This is the second option on the pull-down menu under the **Worksheet** option on the bar menu. This worksheet works in the same manner as the DA 5034R worksheet. Your job is to determine whether the Regulation allowable is adequate for the project. If not, fill in a more appropriate number in the Approved column. There is no Existing or Justify column on this worksheet as there was on the DA 5034R, but there is a column stating the criteria for the numbers that are used on this worksheet. There are two screens for the Information System Worksheet (Figure 7.44 and 7.45).

```
City:                              State:          Fiscal Year:
— Project:        ——|  Information Systems Worksheet  |—— Deleted: ——

  Location                    Regulation  Approved      Criteria
1. ADMINISTRATIVE AREAS
   a. Full Time                                   1 per Full Time Employee
   b. Unit Exclusive                              1 per Auth Excl Space
   c. Unit Common                                 1 per 6 on Largest Drill
   d. Retention                                   1 per Center

2. SUPPLY AREAS
   a. Supply Offices                              1 per Supply Office

3. MAINTENANCE SHOP AREAS
   a. OMS Shop Office                             1 per 2 Desks
   b. AMSA Shop Office                            1 per Desk
   c. AMSA Classroom                              1 per AMSA
   d. AMSA Commo/Elec Shop                        1 per Shop
   e. AMSA Instrument Repair                      1 per Shop
   f. AMSA Small Arms Repair                      1 per Shop

       ↑↓ Browse      S:Search     E:Edit      D:Delete      Q:Quit

     PgUp  For Previous Screen    PgDn  For Next Screen    Screen 01 of 02
```

Figure 7.44

```
City: [        ]            State:          Fiscal Year: [   ]

Project:           ┌─ Information Systems Worksheet ─┤── Deleted: ──┐
                   │                                                │
  Location         │    Regulation   Approved      Criteria        │
4. SUPPORT AREAS   │                                                │
   a. Fire Alarm   │                            1 per Center        │
   b. IDS/JSIDS    │                            1 per Center        │
   c. Special      │                            As Justified on Encl│
                   │                                                │
                   │                                                │
      Total Instruments      [  ]        [  ]                       │
                   │                                                │
      (x $1,000 Each)        │                                      │
                   │                                                │
      Estimate               [     ]                                │
                   │                                                │
                   │                                                │
                   │                                                │
                   │                                                │
  ┌────────────────┴────────────────────────────────────────────┴──┐
  │      ↑↓ Browse    S:Search    E:Edit    D:Delete    Q:Quit      │
  └─────────────────────────────────────────────────────────────────┘
    PgUp  For Previous Screen   PgDn  For Next Screen    Screen 02 of 02
```

Figure 7.45

4.3 Replacing the Approved Data with the Regulation Data. The fourth option on the **Worksheet** pull-down menu is **Replace**. This option will replace the data in the Approved column of the worksheet with the data in the Regulation column of the worksheet. The data in the Regulation column is data that is calculated by ProjDoc according to the information given in **STEP 1 - Projects**, according to the Army Regulation. This data will normally be used as the project scope, but may warrant adjustment. Therefore, you can copy this information over into the Approved column and adjust it according to the project needs.

After selecting the **Replace** option, another pull-down menu will be displayed (Figure 7.46). You now have two options, **DA 5034R**, and **Info Sys**. Selecting either option will replace approved data with regulation data in the current project on the worksheet that you choose. This will not replace all of the data in all of the projects, but works only in the current project (the project that was last accessed by ProjDoc on any of its screens). Therefore, you should enter the worksheet screens and **Browse** ↑↓ up or down until you are in the project you would like to replace. After you have located the project you want, quit from the screen and proceed to use the **Replace** option as described here.

```
          ┌────────────────────────────────────┐
          │        *  *  ProjDoc  *  *          │
     ┌────┴────────────────────────────────────┴────────────────────┐
     │ ┌───────────────────────────────────────────────────────────┐│
     │ │ Projects   Worksheets   DD Forms    Output    Utilities    ││
     │ └───────────────────────────────────────────────────────────┘│
     │          ┌──────────┐                                         │
     │          │ DA 5034R │                                         │
     │          │ Info Sys │                                         │
     │          │ Furniture├──────────┐                              │
     │          │•Replace  │ DA 5034R │                              │
     │          │ Calculate│ Info Sys │                              │
     │          └──────────┴──────────┘                              │
     │                                                               │
     │                                                               │
     │                                                               │
     │                                                               │
     │                                                               │
     └───┬────────────────────────────────────────────────────┬─────┘
         │ Use ↑↓─ or type letter to select, Q to Quit menu.  │
         └────────────────────────────────────────────────────┘
```

Figure 7.46

After selecting either the **DA 5034R** option or the **Info Sys** option, a message will appear on the screen (Figure 7.47). The message warns you that if you have previously placed any information in the approved column of the current project, it will be overwritten with the information from the regulation column. You are given the opportunity to cancel the replacement by typing "N" and pressing the "Enter" key.

```
┌──────────────────┌─────────────────────────┐──────────────────────┐
│                  │    *  *   ProjDoc  *  *  │                      │
│  ┌───────────────┴─────────────────────────┴────────────────────┐ │
│  │ Projects     Worksheets    DD Forms     Output     Utilities  │ │
│  └──────────────┬──────────────┬───────────────────────────────┘ │
│                 │   DA 5034R    │                                  │
│           ┌─────┴───────────────┴──────────────────────────┐      │
│           │       This Action Will Copy Calculated          │      │
│           │    Data Over Any Previously Requested Data.      │      │
│           │      Are You Sure You Want To Do That?           │      │
│           │                 [ Y / N ]                        │      │
│           └─────────────────────────────────────────────────┘      │
│                                                                    │
│     ┌──────────────────────────────────────────────────────┐      │
│     │  Use ↑↓→← or type letter to select, Q to Quit menu.   │      │
└─────┴──────────────────────────────────────────────────────┴──────┘
```
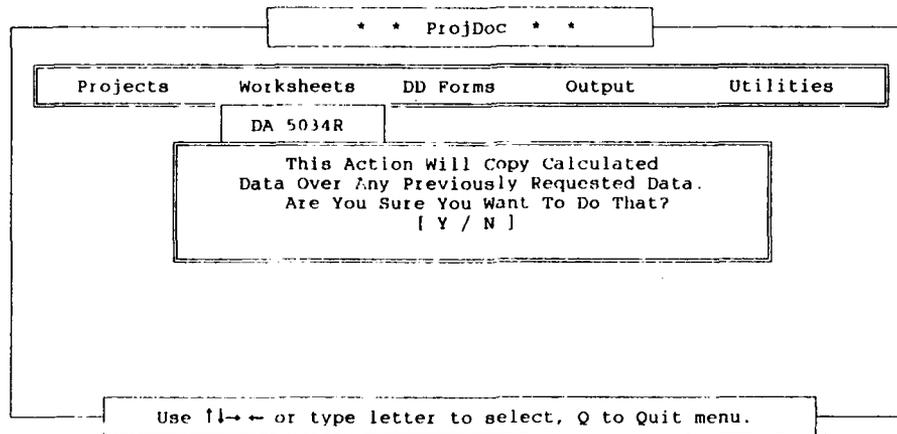
Figure 7.47

If you are sure you want to replace this information, type "Y" and press the "Enter" key to proceed with the replacement. ProjDoc will then display a message that says it is doing the work you asked it to do (Figure 7.48).

```
┌──────────────────┌─────────────────────────┐──────────────────────┐
│                  │    *  *   ProjDoc  *  *  │                      │
│  ┌───────────────┴─────────────────────────┴────────────────────┐ │
│  │ Projects     Worksheets    DD Forms     Output     Utilities  │ │
│  └──────────────┬──────────────┬───────────────────────────────┘ │
│                 │   DA 5034R    │                                  │
│           ┌─────┴───────────────┴──────────────────────────┐      │
│           │                                                 │      │
│           │  * Reinitializing Approved Data,   Please Wait. *│      │
│           │                                                 │      │
│           └─────────────────────────────────────────────────┘      │
│                                                                    │
│     ┌──────────────────────────────────────────────────────┐      │
│     │  Use ↑↓→← or type letter to select, Q to Quit menu.   │      │
└─────┴──────────────────────────────────────────────────────┴──────┘
```
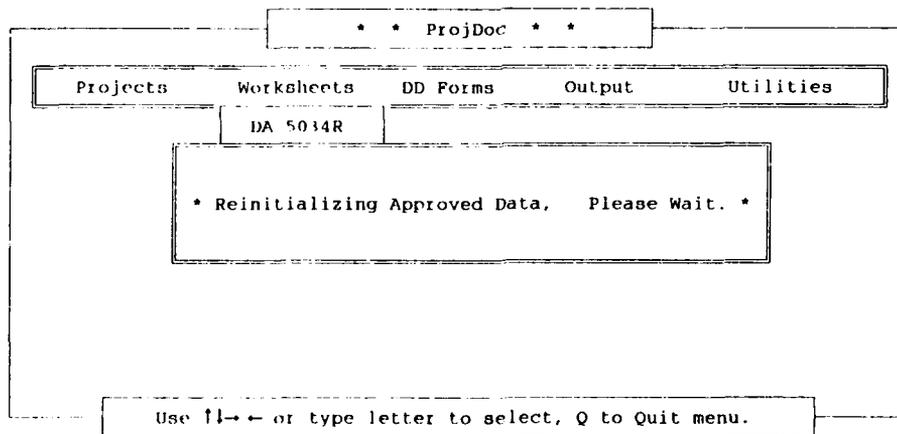
Figure 7.48

4.4 Calculating the Regulation Data. The basis for using the **Worksheets** is that ProjDoc will calculate the data needed according to the Army Regulations and the information you supplied in **STEP 1 - Projects**. This calculation is not automatic and you must ask ProjDoc to do it whenever you have changed the projects data. This can be accomplished by selecting the fifth option from the **Worksheet** pull-down menu, **Calculate**. This will calculate the data for the Regulation column on both Worksheets

for the current project. The current project is the project last accessed by one of the ProjDoc screens. After selecting the option, ProjDoc will display a message notifying you that ProjDoc is calculating the data (Figure 7.49).

```
                          ┌─────────────────────────┐
              ┌───────────┤   *  *  ProjDoc  *  *    ├─────────────┐
            ┌─┴───────────└─────────────────────────┘─────────────┴─┐
            │ ┌────────────────────────────────────────────────────┐ │
            │ │   Projects    Worksheets    DD Forms    Output      Utilities │
            │ └────────────────────────────────────────────────────┘ │
            │         ┌──────────────┐                              │
            │         │  DA 5034R    │                              │
            │     ┌───┴──────────────┴──────────────────────────┐  │
            │     │                                              │  │
            │     │ * Calculating Project Information,  Please Wait. * │
            │     │                                              │  │
            │     └──────────────────────────────────────────────┘  │
            │                                                       │
            │                                                       │
            │    ┌──────────────────────────────────────────────┐ │
            └────┤ Use ↑↓→← or type letter to select, Q to Quit menu. ├─┘
                 └──────────────────────────────────────────────┘
```
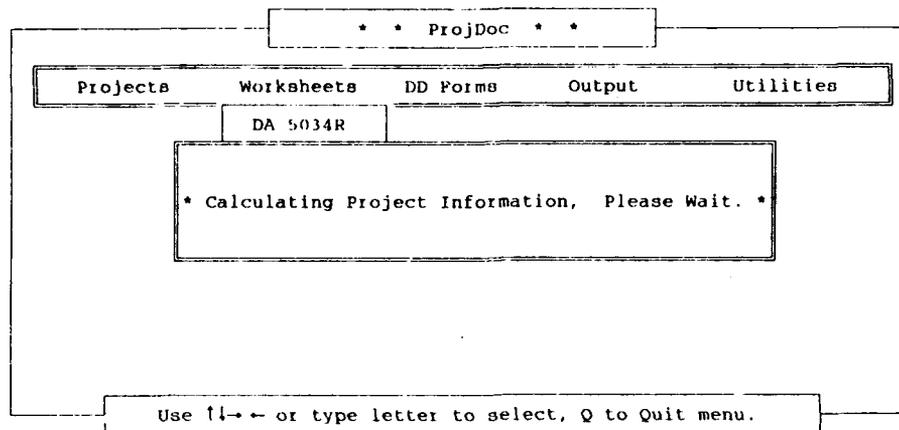
Figure 7.49

        After calculation is completed, a summary of project scope will be listed on the screen. Facility and shop alteration sizes are the original gross sizes from Facility data base (see Figure 4.9, p. 4-7), while the addition sizes are the additional sizes need for this project (i.e., the difference between needed size and gross size). Alternation costs are calculated by multiplying alternation sizes by 0.035 and addition costs are calculated by multiplying addition sizes by 0.07.

SECTION 5. STEP 3 - DD FORMS.

5.0 Using the DD Forms. This is the third step in the ProjDoc project documentation process. All of the project scope calculations have been made by ProjDoc at this point. It is now time to supply ProjDoc with the rest of the information that will go onto the FY USAR Green Book Forms or DD Forms. Before entering the DD Forms information, you must enter the Utilities menu and choose the **Draft→Editor** option to convert the project from the draft data base to the editor data base. The **Draft→Editor** option is explained later in the manual on p. 7-41. After converting the project, select the **DD Forms** option on the bar menu to begin. A pull-down menu will appear with five options to choose from (Figure 7.50). The information needed for the forms is distributed between these five options. Each represents a particular group of information.

```
Project: ░░░░░ City:  ░░░░░░░░░░░░░░        State: ░░░  Fiscal Year: ░░░

        ┌─────────────────┤  *  *  ProjDoc  *  *  ├─────────────────┐
        │  ┌───────────────────────────────────────────────────────┐  │
        │  │  Projects      Worksheets     DD Forms    Output      Utilities │  │
        │  └─────────────────────────┬───────────────┬─────────────┘  │
        │                            │ Editor Data   │                │
        │                            ├───────────────┤                │
        │                            │ Title Info    │                │
        │                            │ DD 1390s      │                │
        │                            │ DD 1391       │                │
        │                            │ Memos         │                │
        │                            │ Calculate     │                │
        │                            └───────────────┘                │
        │                                                             │
        │   ┌────────────────────────────────────────────────────┐   │
        └───┤ Use ↑↓→ ← or type letter to select, Q to Quit menu. ├───┘
            └────────────────────────────────────────────────────┘
```
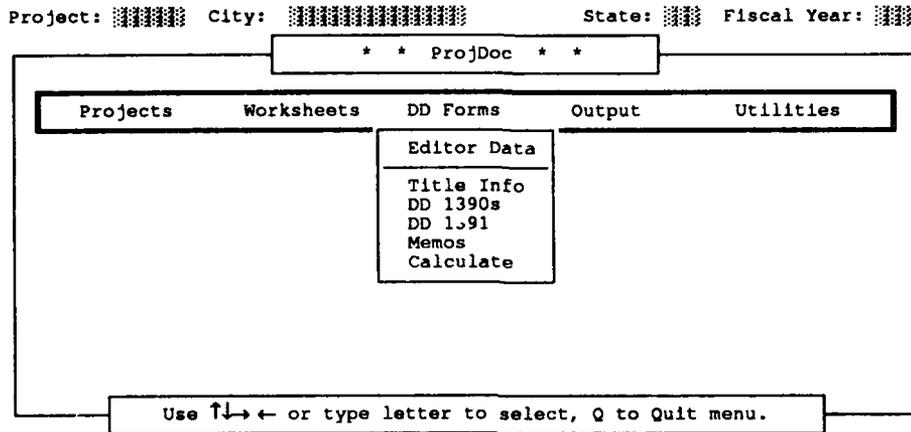
Figure 7.50

5.1 Basic Project Information. Select the first option on the pull-down menu under **DD Forms** entitled **Title Info** to display the Basic Project Information screen. This screen contains information basic to all of the DD Forms. When you fill it in here, ProjDoc will fill in all of the appropriate places on the forms. Some data that are automatically shown on the screen are brought from the project draft data base (Figure 7.32, p. 7-21) and the facility inventory data base (Figures 4.8 and 4.9, p. 4-7). You can still edit them. There is only one screen in this option (Figure 7.51) and thus the PgUp and PgDn keys don't work here.

```
┌── Project: ░░░░░ ──┤ Basic Project Information ├── Deleted: ░ ──┐
│                                                                 │
│   Project Title   ░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░   │
│                                                                 │
│   Facility Name   ░░░░░░░░░░░░░░░░░░░░░░░░░░░                    │
│   Facility City   ░░░░░░░░░░░░░░░░░░░░░░░░░░░ State ░░           │
│                                                                 │
│   Cost Index ░░░░   Category Code ░░░░░░   CONUSA ░             │
│                                                                 │
│   Scope ░░░░░░░   Adequate ░░░░░░   Substandard ░░░░░░          │
│   Unit of Measure for above (SF=Square Feet or AC=ACres) ░░     │
│                                                                 │
│   Fiscal        Preparation      Program                        │
│    Year            Date          Element        Component       │
│    ░░░░          ░░░░░░░░         ░░░░░░          ░░░░░░          │
│                                                                 │
│  ┌──────────────────────────────────────────────────────────┐  │
└──┤ ↑↓ Browse   F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ├──┘
   └──────────────────────────────────────────────────────────┘
   PgUp  For Previous Screen    PgDn  For Next Screen    Screen 01 of 01
```

Figure 7.51

5.1.1 Screen Menu Bar. The bottom of the Basic Project Information screen has a menu bar with commands that control the screens. When this screen is accessed, control will be in this menu. On the screen will be the information for the first project in the data base. The screen menu bar will allow you to access and edit all of the projects basic information in the data base. Either press the space bar to move the highlight over the command and press the "Enter" key to initiate the command or type the letter preceding the command needed. Each of the commands is explained below.

5.1.1.1 ↑↓ Browse. Use the up and down arrow keys to see the next and previous projects in the data base respectively.

5.1.1.2 F:First. Use **F:First** or type "F" to see the project with the lowest number in the data base.

5.1.1.3 L:Last. Use **L:Last** or type "L" to see the project with the highest number in the data base.

5.1.1.4 E:Edit. Use **E:Edit** or type "E" to change any of the information in the project record that is on the screen at that time. When Edit is chosen, a cursor appears under the first letter of the first block of information on the screen. Use the arrow keys (← →) to move the cursor around the screen. Once the cursor is in the correct position, either type over the contents of the box if the Insert key is off, or add to the contents of the box if the insert key is on. Press the "PgDn" key to save your work and reactivate the menu bar at the bottom of the screen.

5.1.1.5 D:Delete. The **D:Delete** option from the Project Configuration Screen is explained on page 7-20. The process is the same except for the appearance of the screen. When using the Delete option in the Basic Project Information Screen, the screen will look like the one shown below in Figure 7.52. Follow the same procedure as you would when deleting from the Project Configuration Screen. ***Make sure you are in the right project before deleting.**

```
┌─ · Project:     ──┌──────────────────────────┐── Deleted: ──────┐
│                   │  Basic Project Information │                 │
│                   └──────────────────────────┘                 │
│                                                                 │
│       Project Title                                             │
│                                                                 │
│       Facility┌───────────────────────────────────────────┐    │
│       Facility│                                            │    │
│               │          Are You Sure You Want Me          │    │
│       Cost Ind│          To DELETE This Project            │    │
│               │               [Y]es\[N]o                   │    │
│       Scope   │                                            │    │
│       Unit of └───────────────────────────────────────────┘    │
│                                                                 │
│       Fiscal        Preparation        Program                  │
│       Year          Date               Element      Component   │
│                                                                 │
│                                                                 │
└─┌───────────────────────────────────────────────────────────┐─┘
  │  ↑↓ Browse     F:First   L:Last   E:Edit   D:Delete   S:Search   Q:Quit │
  └───────────────────────────────────────────────────────────┘
    PgUp  For Previous Screen    PgDn  For Next Screen     Screen 01 of 01
```
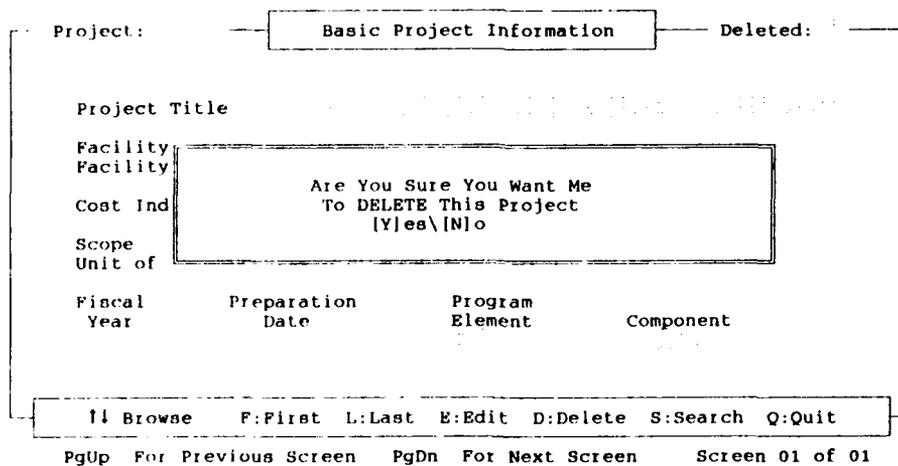
Figure 7.52

5.1.1.6 S:Search. The **S:Search** option in the Project Configuration Screen is explained on page 7-14. The process is the same here except for the appearance of the screen. When using the Search option in the Basic Project Information Screen, the screen will look like the one shown in Figure 7.53. Follow the same procedure as you would when searching for a project in the Project Configuration Screen.

```
┌──────────────┌ Project Search Screen ┐──────────────────┐
│              └───────────────────────┘                  │
│                                                          │
│    Project Number:  ......                               │
│    Project Title :  .....                                │
│    Fiscal Year   :                                       │
│                                                          │
│                                                          │
│    Facility Name :  ...........................    Facility ID:  │
│    Street        :  .............................        │
│    City          :  ...........................  State:   Zip:  ...... │
│    MUSARC        :                               CONUSA:          │
│                                                          │
│    Fill in desired search conditions.  Leave the rest blank they │
│    will be ignored.                                      │
│                                                          │
│                                                          │
│          ┌─────────────────────────────────────────────┐│
└──────────│ Use ↑↓→← keys to move around the screen.  PgDn to finish │┘
           └─────────────────────────────────────────────┘
```

Figure 7.53

5.1.1.7 Q:Quit. Use **Quit** to exit the current screen and return to the previous menu.

5.2 The DD 1390s Screens. The second option on the **DD Forms** pull-down menu is **DD 1390s**. This option will display the first of the three screens (Figures 7.54 to 7.56) that you must fill out to complete the information for the DD Form 1390s pages 1 and 2, which will be placed into the FY USAR Green Book document. Again, use the "PgUp" and "PgDn" keys to move from one screen to another.

```
  City:                        State:          Fiscal Year:
┌─ Project:         ──┌ DD Form 1390s (page 1) ┐──── Deleted: ──────┐
│ Full-Time Personnel   days/week   Reservist   nights/week;   weekends/mo. │
│                                                                    │
│ Other Active,      Name              Location              Distance │
│ Guard, Reserve  1. ...............   ......................  ...... │
│ Installations:  2. ...............   ......................  ...... │
│                 3. ...............   ......................  ...... │
│                 4. ...............   ......................  ...... │
│                 5.                                                  │
│                                                                    │
│ Is this Project Joint        Board Meeting Date                    │
│ Number of Acres Required for Land Acquisition                      │
│ Acquisition Method                                                 │
│                                                                    │
│ Projects Planned in next Four Years     Fiscal                     │
│     Title                               Year       Cost            │
│ 1. ...............................      ......     ........        │
│ 2. ...............................                                 │
│   ┌──────────────────────────────────────────────────────────┐    │
└───│  ↑↓ Browse     F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit │────┘
    └──────────────────────────────────────────────────────────┘
      PgUp For Previous Screen   PgDn For Next Screen     Screen 01 of 03
```

Figure 7.54

When this screen is displayed, some data are automatically shown. The numbers of full-time personnel and other active guard reserve installations data come from the Facility data base (Figure 4.10, p. 4-8). Joint project, board meeting data, and land acquisition data come from the draft project data base (Figures 7.32 and 7.34, p. 7-21 and 7-22). These data can still be edited, here and on their original screens. However, changes made on the original screens will not automatically be shown here. You must either re-edit them here or convert this project from draft to editor data base again.

```
City: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓        State: ▓▓        Fiscal Year: ▓▓▓▓
┌─ Project: ▓▓▓▓▓ ─┌─────  DD Form 1390s (page 2)  ─────┐── Deleted: ▓ ─┐
│       Personnel Strength as of ▓▓▓▓▓▓▓▓▓                            │
│                              Permanent                             │
│                     Officer   Enlisted    Civilian                 │
│       Authorized      ▓▓▓      ▓▓▓         ▓▓▓                      │
│       Actual          ▓▓▓      ▓▓▓         ▓▓▓                      │
│                                                                    │
│       Type                   Authorized     Actual                 │
│       Tracked Vehicles          ▓▓▓          ▓▓▓                    │
│       Trailers                  ▓▓▓          ▓▓▓                    │
│       Wheeled Vehicles          ▓▓▓          ▓▓▓                    │
│       Aggregate                 ▓▓▓          ▓▓▓                    │
│       ▓▓▓▓▓▓▓▓▓▓▓▓▓             ▓▓▓          ▓▓▓                    │
│                                                                    │
│       Outstanding Pollution and Safety Deficiencies   ($000)       │
│       Air Pollution                                     ▓▓▓        │
│       Water Pollution                                   ▓▓▓        │
│       Safety and Occupational Health                               │
│  ┌─ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ─┐
└──┘                                                                └──┘
 .    PgUp  For Previous Screen    PgDn  For Next Screen    Screen 02 of 03
```

Figure 7.55

Some data are automatically shown on the screen, including the numbers of permanent station personnel and station vehicles. Theya re calculated according to the Army Regulation, the units attached to this project (Figure 7.25, p. 7-17), and according to the unit information on UNIT data base (Figures 3.8 to 3.11, pp. 3-7 and 3-8).

```
City: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓        State: ▓▓        Fiscal Year: ▓▓▓▓
┌─ Project: ▓▓▓▓▓ ─┌─────  Unit Strength Information  ─────┐── Deleted: ▓ ─┐
│                                   AUTHORIZED        ACTUAL            │
│         UNIT DESIGNATION        OFFICER ENLISTED  OFFICER ENLISTED    │
│     1. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     2. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     3. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     4. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     5. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     6. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     7. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     8. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│     9. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    10. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    11. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    12. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    13. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    14. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│    15. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓     ▓▓▓    ▓▓▓       ▓▓▓     ▓▓▓         │
│  ┌─ ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit ─┐
└──┘                                                                └──┘
      PgUp  For Previous Screen    PgDn  For Next Screen    Screen 03 of 03
```

Figure 7.56

Again, some data are automatically shown on the screen. These units are the units attached to this project in the draft data base (Figure 7.25, p. 7-17). The amounts of unit strength come from the UNIT data base (Figure 3.9, p. 3-7).

5.3 The DD 1391 Screens. The third option on the DD Forms pull-down menu is DD 1391. This option will display the first of the four screens (Figures 7.57 to 7.60) that you must fill out to complete the information for the DD Form 1391 and DD Form 1391c, and that will be placed into the FY USAR Green Book document. Again, use the "PgUp" and "PgDn" keys to move from one screen to another.

Project: ──┤ DD Form 1391 (Primary Cost) ├── Deleted: ──

	U/M	Quantity	Unit Cost	Cost ($000)
PRIMARY FACILITIES:				
Training Building				
Training Building Alteration				
Training Building Addition				
Maintenance Building				
Maintenance Building Alteration				
Maintenance Building Addition				
Asbestos Removal				
Warehouse				

↑↓ Browse   F:First L:Last E:Edit D:Delete S:Search Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 01 of 04

Figure 7.57

City: State: Fiscal Year:

Project: ──┤ DD Form 1391 (Support Cost) ├── Deleted: ──

	U/M	Quantity	Unit Cost	Cost ($000)
SUPPORTING FACILITIES:				
Site Improvement				
Telecommunications				
Paving				
Lighting				
Wash Racks				

↑↓ Browse   F:First L:Last E:Edit D:Delete S:Search Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 02 of 04

Figure 7.58

City: State: Fiscal Year:

Project: ──┤ DD Form 1391c (Design Data) ├── Deleted: ──

a. Estimated Design Data:
  (1) Status:
    (a) Date Design Started . . . .
    (b) Percent Complete as of . . . .   %
    (c) Date Design 35% Complete . . . .
    (d) Date Design Complete . . . .
  (2) Basis:
    (a) Standard or Definitive Design   [Y]es or [N]o
    (b) Where Design Was Most Recently Used
  (3) Total cost (c) = (a) + (b) or (d) + (e) :   ($000)
    (a) Production of Plans and Specifications . . . $
    (b) All Other Design Costs . . . . $
    (c) Total . . . . $
    (d) Contract . . . . $
    (e) In house . . . . $
  (4) Construction Start: . . . .

↑↓ Browse   F:First L:Last E:Edit D:Delete S:Search Q:Quit

PgUp For Previous Screen   PgDn For Next Screen   Screen 03 of 04

Figure 7.59

```
City:                    State:           Fiscal Year:
┌─ Project:      ───┤    DD Form 1391c  (Equipment)   ├── Deleted:   ────┐
│
│       b.  Equipment associated with this project which will be provided
│           from other appropriations:
│
│                                          Fiscal Year
│           Equipment           Procuring        Appropriated        Cost
│           Nomenclature        Appropriation    Or Requested        ($000)
│
│           Furniture
│           Kitchen Equipment
│           Wire Partitions
│           Metal Lockers
│           Dehumidifier
│           Shelving
│
│
│   ┌─ ──────────────────────────────────────────────────────── ─┐
└─ ─┤   ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit  │ ─┘
    └────────────────────────────────────────────────────────────┘
        PgUp  For Previous Screen    PgDn  For Next Screen     Screen 04 of 04
```

Figure 7.60

5.4 The Memo Screen. The fourth option on the **DD Forms** pull-down menu is **Memos**. This option will display only one screen (Figure 7.61) that you must fill out to complete the memos that will be attached to the DD Forms. To enter or edit these memos, move the cursor to the corresponding field and press [Ctrl + Home]. After the editing is finished, press [PgDn] to save the text and return to the screen. ***NOTE:** (If you are linked to a network, you may have trouble entering the Text Editor because the network is taking up too much memory in your computer. If this is the case, you will need to get out of the network and then try again.) If the word "memo" is in lower-case letters, no memo exists. If the word "MEMO" is in upper-case letters, there is an existing memo.

```
City:                    State:           Fiscal Year:
┌─ Project:      ───┤       Memo Field Input       ├── Deleted:   ───┐
│
│   Instructions While in this Screen:
│   Press [Ctrl + Home] to Enter the Text Editor for Selected Field.
│   Press [PgDn] to Save and Return to Menu.
│   Press [Esc] to Abandon Modifications.
│
│   Instructions While in the Text Editor:
│   To Display the Menu While in the Text Editor Press [Esc].
│   Do not Extend the Width of any Text Line Wider than 72 Characters.
│
│   DD Form 1391
│   10.  Description of Proposed Construction
│   11.  Project Justification
│
│   DD Form 1390
│   12.  Reserve Unit Data (when no units exist)
│
│   ┌─ ──────────────────────────────────────────────────── ─┐
└─ ─┤   ↑↓ Browse    F:First  L:Last  E:Edit  D:Delete  S:Search  Q:Quit  ├─┘
    └────────────────────────────────────────────────────────┘
```

Figure 7.61

5.5 Calculate Final Document Data. The last option in DD Forms pull-down menu is Calculate. This option is similar to the option Calculate in Worksheets (see page 28) except that it calculates editor (or summit) project data instead of draft project data.

6.0 The Output Menu. Select the **Output** option on the ProjDoc bar menu to display the output pull-down menu (Figure 7.62). The pull-down menu contains four options to help you create the actual documents. This is the final step in the Project Documentation process.

```
 .------------------------.   .------.   .  .  ProjDoc  .  .   .---------------------------.
 |                        |   |      |                      |   |                           |
 | .--------------------------------------------------------------------------------------. |
 | | Projects      Worksheets    DD Forms      Output         Utilities                   | |
 | '--------------------------------------------------------------------------------------' |
 |                                              .----------------.                          |
 |                                              | ●Draft         |                          |
 |                                              | ●Final         |                          |
 |                                              | ●Printer       |                          |
 |                                              |  SoftFont      |                          |
 |                                              '----------------'                          |
 |                                                                                          |
 |                                                                                          |
 |                                                                                          |
 |                                                                                          |
 |                                                                                          |
 |           .-------------------------------------------------------------.                |
 |           | Use ↑↓→← or type letter to select, Q to Quit menu.           |                |
 '-----------'-------------------------------------------------------------'----------------'
```
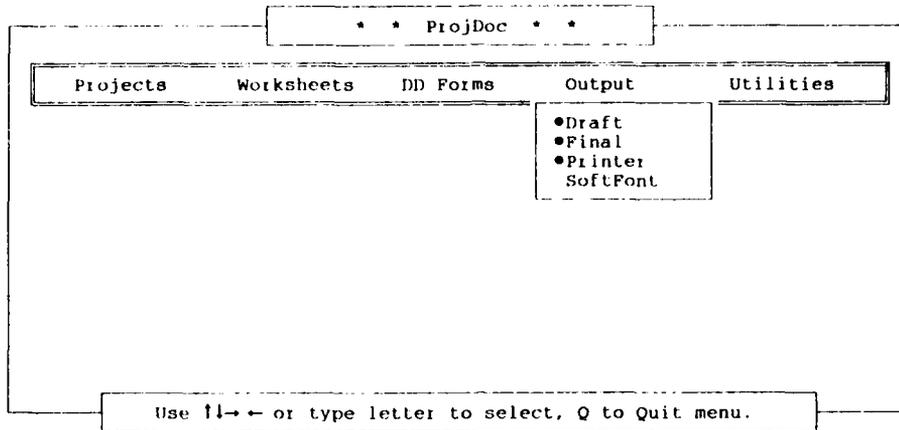
Figure 7.62

6.1 Printing Draft ProjDoc Information. The first option, **Draft**, allows you to print output quickly in many different forms. Select **Draft** to display the **Draft** pull-down menu (Figure 7.63). The menu contains many different options for printing out information to hard copy form. However, this is not the final output for ProjDoc. The next module, **Final**, will produce the most presentable documents.

```
 .------------------------.   .------.   .  .  ProjDoc  .  .   .---------------------------.
 |                        |   |      |                      |   |                           |
 | .--------------------------------------------------------------------------------------. |
 | | Projects      Worksheets    DD Forms      Output         Utilities                   | |
 | '--------------------------------------------------------------------------------------' |
 |                       .----------------------.  .----------------.                       |
 |                       | All Forms            |  | ●Draft         |                       |
 |                       | Green Book Forms     |  | ●Final         |                       |
 |                       | ●Basic Project Data  |  | ●Printer       |                       |
 |                       | DD 1390s w/Supplnt   |  |  SoftFont      |                       |
 |                       | DD 1391 & 1391c      |  '----------------'                       |
 |                       | DA Form 5034R        |                                           |
 |                       | Notes for 5034R      |                                           |
 |                       | Information System   |                                           |
 |                       | Project Validation   |                                           |
 |                       '----------------------'                                           |
 |                                                                                          |
 |          .-------------------------------------------------------------.                 |
 |          | Use ↑↓→← or type letter to select, Q to Quit menu.           |                 |
 '----------'-------------------------------------------------------------'----------------'
```
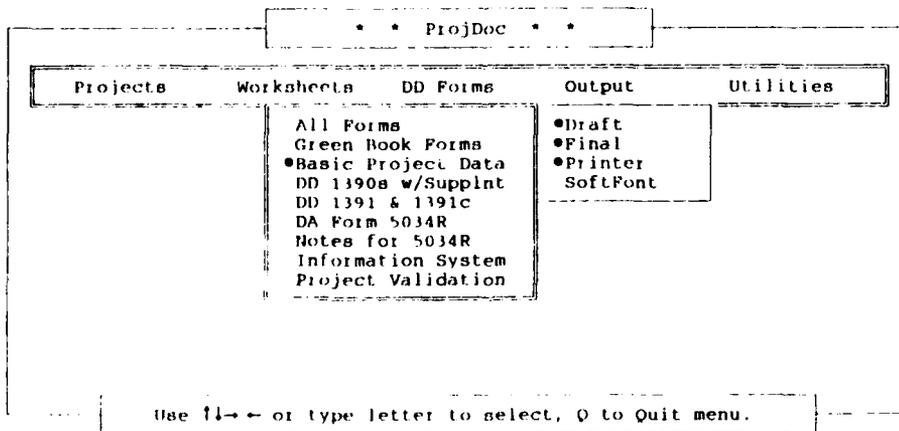
Figure 7.63

6.1.1 Printing All of the Forms. Select the **All Forms** option to print out every form associated with ProjDoc. Examples of what will be printed out are shown in Appendix A.

6.1.2 Printing Green Book Forms. Select the **Green Book Forms** option from the **Draft** pull-down menu to print out a set of four Green Book forms. These include the DD 1390s\1 and DD 1390s\2 and also the DD 1391 and DD 1391c forms. An example of the output resulting from this selection can be seen in Appendix A.

6.1.3 Basic Project Data. Up to this point, you have entered data on many different screens and have only been able to see a small portion of it a one time. The **Basic Project Data** option allows you to compile the data you have accumulated and see it all in one place. Selecting this option will display yet another pull-down menu (Figure 7.64).

```
                    ┌──────────────────────────────┐
                    │      * *  ProjDoc  *  *       │
┌───────────────────┴─────┬─────────┬────────────────┴──────────────────┐
│ ┌─────────────────────────────────────────────────────────────────┐   │
│ │  Projects      Worksheets      DD Forms      Output     Utilities │   │
│ └──┬──────────────────┬─────────────────────┬──────────────────────┘   │
│    │           All Forms             │●Draft          │                 │
│    │           Green Book Forms      │●Final          │                 │
│ ┌──┴─────┐   ●Basic Project Data     │●Printer        │                 │
│ │ Screen │    DD 1390s w/Supplnt     │ SoftFont       │                 │
│ │ Printer│    DD 1391 & 1391c        └────────────────┘                 │
│ └────────┘    DA Form 5034R                                             │
│              Notes for 5034R                                            │
│              Information System                                         │
│              Project Validation                                        │
│           └────────────────────────┘                                   │
│                                                                         │
│  ┌──────────────────────────────────────────────────────────────┐      │
│  │  Use ↑↓→← or type letter to select, Q to Quit menu.            │      │
│  └──────────────────────────────────────────────────────────────┘      │
└─────────────────────────────────────────────────────────────────────────┘
```
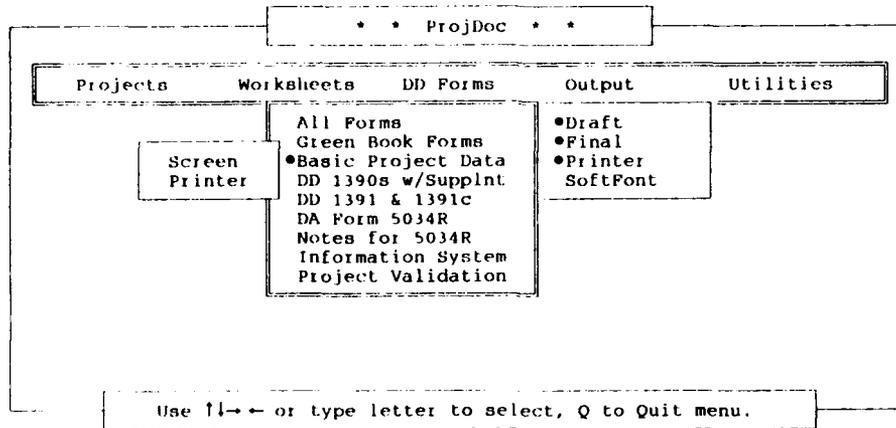
Figure 7.64

6.1.3.1 Display the Basic Project Data to Screen. Select the **Screen** option from the **Basic Project Data** menu to display all of the raw project documentation data to the computer screen. This data will appear the same whether it is displayed on the screen or sent to the printer. An example of the output can be seen in Appendix A.

6.1.3.2 Printing the Basic Project Information. Select the **Printer** option from the menu to send the raw project documentation data to the printer. The printout will be the same as what will be displayed on the screen if you select the "SCREEN" option from this menu. An example of the output can be seen in Appendix A.

6.1.4 Printing Form DD 1390s with the Supplement. Select option **DD 1390s w\sup** to print out the DD 1390s form with the supplement. This option prints out just the DD 1390s with supplement. The first option, **All Forms** and the second option, **Green Book Forms** print out the DD 1390s with supplement and many other forms. An example of the output can be seen in Appendix A.

6.1.5 Printing Forms DD 1391 and 1391c. Select option **DD 1391 & 1391c** to print out the DD 1391 and 1391c forms. This option prints out just the DD 1391 and 1391c forms. The first option, **All Forms** and the second option, **Green Book Forms** print out the DD 1391 and 1391c and many other forms. An example of the output can be seen in Appendix A.

6.1.6 Printing Form DA 5034R. Select option **DA FORM 5034R** to print out the DA 5034R form. This option prints out just the DA 5034R form. The first option, **All Forms**, and the second option, **Green Book Forms**, print out the DA 5034R and many other forms. Example output is shown in Appendix A.

6.1.7 Printing Notes for DA Form 5034R. Select option **Notes for 5034R** to print out the notes which go along with the DA 5034R form. This option prints out just the notes for the DA 5034R form. The first option, **All Forms**, and the second option, **Green Book Forms**, print out the notes and many other forms. An example of the output can be seen in Appendix A.

6.1.8 Printing Information Systems Requirements Worksheet. Select option **Information Systems** to print out the Information Systems Requirements Worksheet. This option prints out just the worksheet. The first option, **All Forms**, and the second option, **Green Book Forms**, print out the worksheet and many other forms. An example of the output can be seen in Appendix A.

6.1.9 Printing Project Validation Report. Select option **Project Validation** to print out the Project Validation report. This option prints out just the report. The first option, **All Forms**, and the second option, **Green Book Forms**, print out the report and many other forms. An example of the output can be seen in Appendix A.

6.2 Printing Final ProjDoc Information. The second option, **Final**, also allows you to print output quickly in many different forms. This option prints the most presentable forms. Select **Final** to display the **Final** pull-down menu (Figure 7.65). The menu contains many different options for printing out information to hard copy form.

```
Project:        City:                        State:      Fiscal Year:
        ┌────────────────────┌ * * ProjDoc * * ┐────────────────────┐
        │                    └──────────────────┘                    │
        │  ┌──────────────────────────────────────────────────────┐  │
        │  │ Projects     Worksheets    DD Forms    Output    Utilities │  │
        │  └──────────────────────────────────────────────────────┘  │
        │                          ┌───────────────┐ * Draft         │
        │                          │  Editor Data  │ * Final         │
        │                          ├───────────────┤ * Printer       │
        │                          │ All Green Book Forms │ SoftFont │
        │                          │ DD 1390s/1 & 1390s/2 └──────────┘
        │                          │ DD 1391 & 1391c      │
        │                          │ * Final Document Data │
        │                          └──────────────────────┘
        │                                                            │
        │    ┌─────────────────────────────────────────────────┐    │
        └────│ Use ↑↓→← or type letter to select, Q to Quit menu. │────┘
             └─────────────────────────────────────────────────┘
```
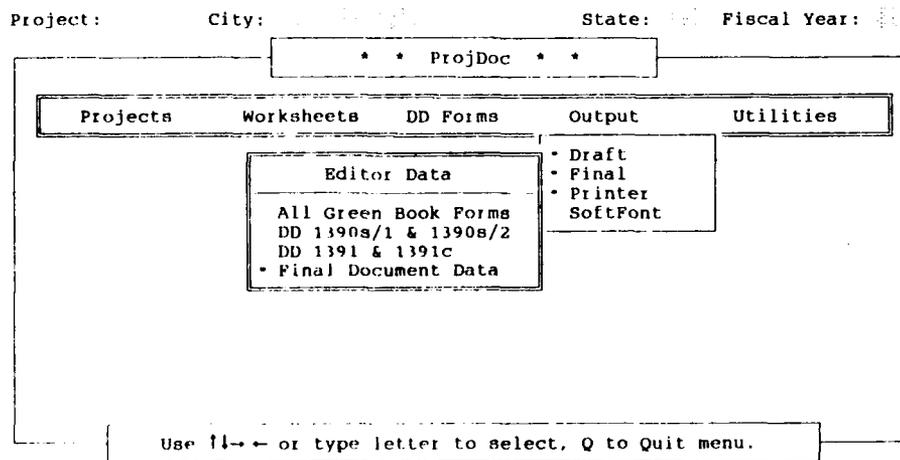
Figure 7.65

6.2.1 Printing the All Green Book Forms. Select the **All Green Book Forms** option off the **Draft** pull-down menu to print out a set of four Green Book forms. These include the DD 1390 and DD 1390s and also the DD 1391 and DD 1391c forms. An example of the output resulting from this selection can be seen in Appendix B.

6.2.2 Printing Forms DD 1390s\1 and DD 1390s\2. Select option **DD 1390s\1 & DD 1390s\2** to print out the DD 1390s\1 and DD 1390s\2. This option prints out just the DD 1390s\1 and DD 1390s\2. The

first option, **All Green Book Forms**, prints out the DD 1390s\1 and DD 1390s\2 along with the DD 1391 forms. An example of the output can be seen in Appendix B.

6.2.3 Printing Forms DD 1391 and 1391c. Select option **DD 1391 & 1391c** to print out the DD 1391 and 1391c forms. This option prints out just the DD 1391 and 1391c forms. The first option, **All Green Book Forms**, prints out the DD 1391 and 1391c and the DD 1390s\1 and \2 forms. An example of the output can be seen in Appendix B.

6.3 Printer Options. The third option, **Printer**, allows you to change printer devices and ports. Select **Printer** and the Printer menu (Figure 7.66) will appear.

```
         ┌────────────────────────┐
─────────┤   *  *  ProjDoc  *  *  ├──────────────
┌────────┘                        └────────────────┐
│ ╔════════════════════════════════════════════════╗│
│ ║ Projects    Worksheets    DD Forms    Output    Utilities ║│
│ ╚════════════════════════════════════════════════╝│
│                              ┌─────────────┐       │
│                              │ •Draft      │       │
│                              │ •Final      │       │
│                     ┌────────┤ •Printer    │       │
│                     │ •Device│ SoftFont    │       │
│                     │  Port  └─────────────┘       │
│                     └────────┘                     │
│                                                    │
│                                                    │
│                                                    │
│  ┌─────────────────────────────────────────────┐  │
└──┤ Use ↑↓→← or type letter to select, Q to Quit menu. ├──┘
   └─────────────────────────────────────────────┘
```
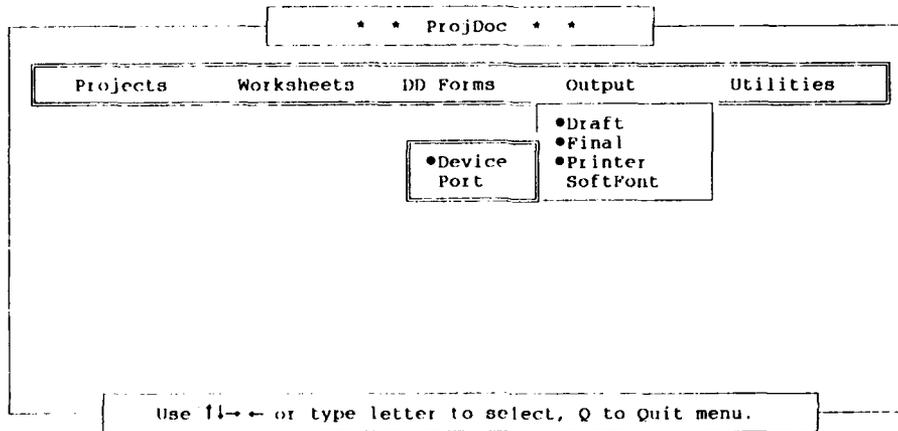
Figure 7.66

6.3.1 Selecting Printer Device. Select option **Device** to change the default printing device. Three options will be displayed (Figure 7.67). Use the up or down arrow keys (↑↓) to choose which device you want. Press the "Enter" key to select that device.

```
         ┌────────────────────────┐
─────────┤   *  *  ProjDoc  *  *  ├──────────────
┌────────┘                        └────────────────┐
│ ╔════════════════════════════════════════════════╗│
│ ║ Projects    Worksheets    DD Forms    Output    Utilities ║│
│ ╚════════════════════════════════════════════════╝│
│                              ┌─────────────┐       │
│                              │ •Draft      │       │
│ ┌──────────────────────────┐ │ •Final      │       │
│ │ ALPS P2000G              │ │•Device│ •Printer   │
│ │ HP LaserJet plus Default │ │ Port  │ SoftFont   │
│ │ HP ThinkJet             │ └────────┘            │
│ └──────────────────────────┘                      │
│                                                    │
│                                                    │
│  ┌─────────────────────────────────────────────┐  │
└──┤ Use ↑↓→← or type letter to select, Q to Quit menu. ├──┘
   └─────────────────────────────────────────────┘
```
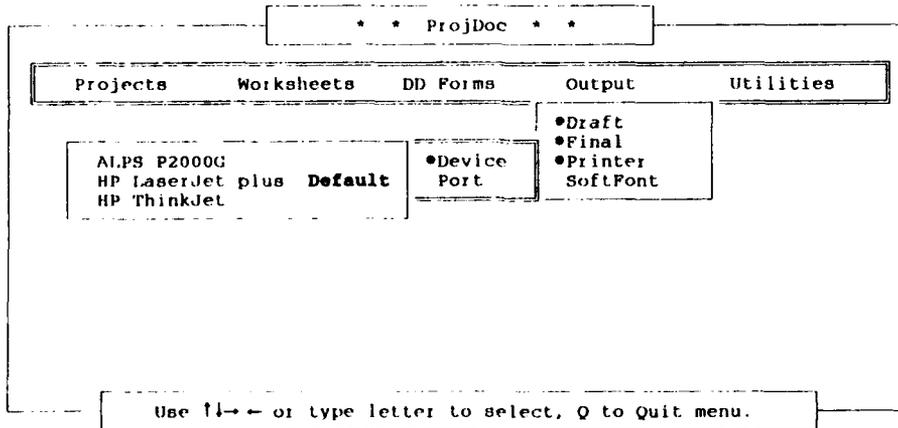
Figure 7.67

6.3.2 Selecting Printer Port. Select option Port to change the default printing port (Figure 7.68). You will have several choices from which to choose. If you choose one of the printer ports, check with your DOS manual for a definition of the options. To send the output to a printer port, type the printer port as shown below. To send the output to a file, enter the file name.

```
                    *  *  ProjDoc  *  *

  ┌─────────────────────────────────────────────────────────┐
  │  Projects    Worksheets    DD Forms    Output    Utilities │
  └─────────────────────────────────────────────────────────┘
                                         •Draft

              Enter New Printer Port or File Name:
              LPT1   LPT2   LPT3   COM1   COM2   <Filename>
                           ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓



           Use ↑↓→← or type letter to select, Q to Quit menu.
```
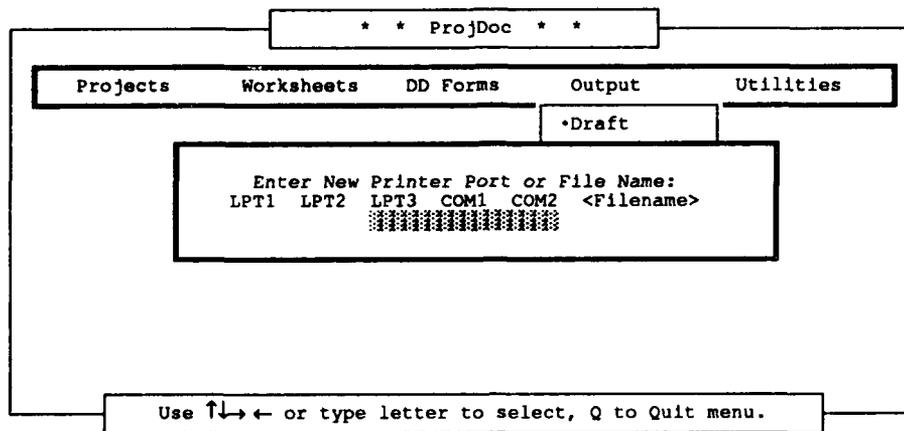
Figure 7.68

6.4 Downloading SoftFonts. The third option, **SoftFonts**, downloads the SoftFonts to the laser printer. If you are not using a laser printer, this option is unnecessary. The soft fonts allow the forms to be printed correctly. When this option is chosen, a message is displayed (Figure 7.69).

Though it is not always necessary to download the soft fonts to the printer every time you use ProjDoc, if you are unsure as to whether the soft fonts are loaded into the printer, you will want to choose this option.

There are 4 laser font files, HV060RPN.USP, HV080INP.USP, HV100RPN.USP, and HV120BPN.USP, which cannot be sent with this program. Each user must purchase these fonts from HP SOFTFONT (AC). After you get these fonts, put them in the directory, \MCAR\EXE. These fonts are used to print out DD Forms on HP LASERJET+.

```
                    *  *  ProjDoc  *  *

  ┌─────────────────────────────────────────────────────────┐
  │  Projects    Worksheets    DD Forms    Output    Utilities │
  └─────────────────────────────────────────────────────────┘
                                         •Draft

              Copying Soft Fonts to Laser Printer
              Please Wait ....



           Use ↑↓→← or type letter to select, Q to Quit menu.
```
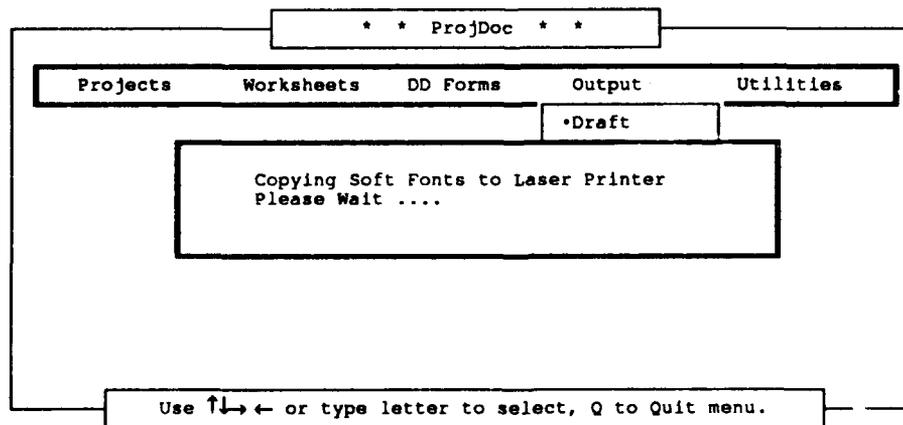
Figure 7.69

7.0 The Utilities Menu. The utilities menu (Figure 7.70) contains functions you will need to make ProjDoc easy to use.

```
                    ┌─────────────────────────┐
                    │  *  *  ProjDoc  *  *     │
┌───────────────────┴─────────────────────────┴──────────────────────┐
│ ┌─────────────────────────────────────────────────────────────────┐│
│ │ Projects    Worksheets    DD Forms    Output        Utilities    ││
│ └───────────────────────────────────────────┬─────────────────────┘│
│                                             │ Draft→ Editor        │
│                                             │ Submit Proj          │
│                                             │ Project #            │
│                                             │ Files                │
│                                             │ Type                 │
│                                             └──────────────────────┘
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│              ┌──────────────────────────────────────────┐          │
└──────────────┤ Use ↑↓→ ← or type letter to select, Q to Quit menu. ├──┘
               └──────────────────────────────────────────┘
```
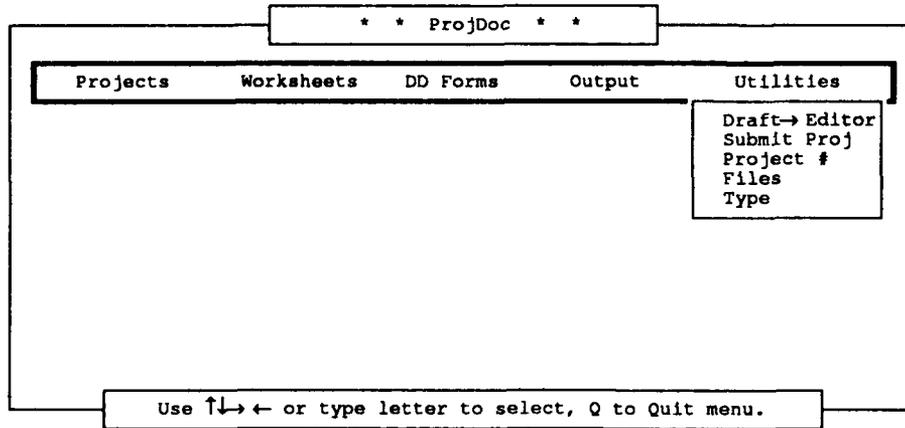
Figure 7.70

7.1 Converting Project from Draft to Editor. The first option, **Draft→Editor** (Figure 7.71), allows you to convert Project from a draft data base to an editor data base. This option will be used when a decision has been made to quit revising the project and to get it ready to for its final stages. Though revisions can be made to the project after it has been sent to "Editor," the project would have to be resubmitted to the Editor data base for the revised output to be printed in final form. If the project already exists in the Project Editor data base, a confirmation message will appear (Figure 7.72). Another message appears during the conversion process (Figure 7.73).

```
                    ┌─────────────────────────────────┐
                    │ Project Draft to Project Editor │
┌───────────────────┴─────────────────────────────────┴──────────────┐
│ ┌─────────────────────────────────────────────────────────────────┐│
│ │     Do you want to convert this project?  (Y/N)                  ││
│ └─────────────────────────────────────────────────────────────────┘│
│ Project Number:  ▓▓▓▓                                               │
│  Project Title:  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│                                                                     │
│     Facility ID:  ▓▓▓▓                                              │
│  Facility Title:  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│   Facility City:  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓              │
│  Facility State:  ▓▓                                                │
│                                                                     │
│                                                                     │
│              ┌──────────────────────────────────────────┐          │
└──────────────┤              ESC to Exit Menu             ├──────────┘
               └──────────────────────────────────────────┘
```

Figure 7.71

```
┌──────────────────┤ Project Draft to Project Editor ├──────────────────┐
│                                                                        │
│  ┌──────────────────────────────────────────────────────────────────┐ │
│  │   This project already exists in the Project Editor data bases.   │ │
│  │   Do you want to replace this project?  (Y/N)                      │ │
│  └──────────────────────────────────────────────────────────────────┘ │
│                                                                        │
│      Project Number:   ......                                          │
│        Project Title:                                                  │
│                                                                        │
│          Facility ID:  ......                                          │
│       Facility Title:  ...................                            │
│        Facility City:  ...                                            │
│       Facility State:                                                  │
│                                                                        │
│                                                                        │
│                                                                        │
│  ┌────────────────────────────────────────────────────────────────┐  │
└──┤                       ESC to Exit Menu                           ├──┘
   └────────────────────────────────────────────────────────────────┘
```

Figure 7.72

```
┌──────────────────────────────────────────────────────────┐
│                                                            │
│             Converting Project Draft data bases            │
│                  to Project Editor data                    │
│                                                            │
└──────────────────────────────────────────────────────────┘
```

Figure 7.73

7.2 Submitting a Project. The second option, **Submit Proj** (Figures 7.74 to 7.77), allows you to convert Project from an editor data base to a submit data base. This option will be used when a decision has been made to submit the project to OCAR. Though revisions can be made to the project after it has been sent to "Submit," the project would have to be resubmitted to the Submit data base and to OCAR, and this is not recommended.

```
┌──────────────────┤ Project Editor to Project Submit ├──────────────────┐
│                                                                        │
│  ┌──────────────────────────────────────────────────────────────────┐ │
│  │       Do you want to convert this project?   (Y/N)                 │ │
│  └──────────────────────────────────────────────────────────────────┘ │
│                                                                        │
│      Project Number:   ......                                          │
│        Project Title:                                                  │
│                                                                        │
│          Facility ID:  ...                                            │
│       Facility Title:                                                  │
│        Facility City:  ...                                            │
│       Facility State:                                                  │
│                                                                        │
│                                                                        │
│                                                                        │
│  ┌────────────────────────────────────────────────────────────────┐  │
└──┤                       ESC to Exit Menu                           ├──┘
   └────────────────────────────────────────────────────────────────┘
```
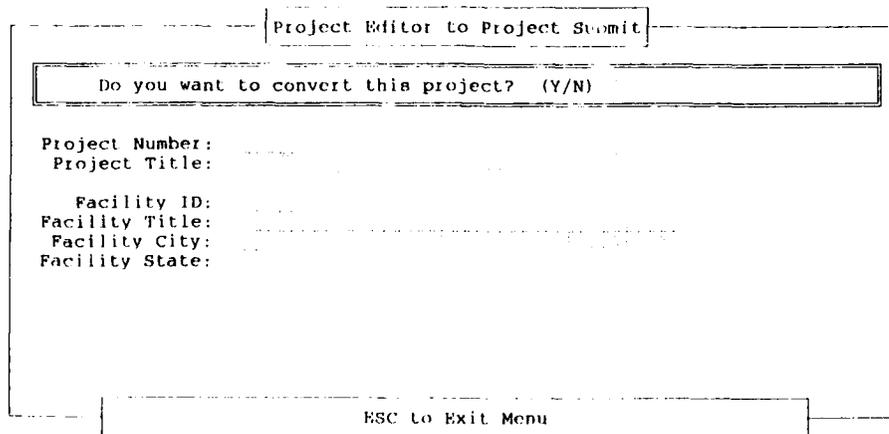
Figure 7.74

```
┌──────────────┤Project Editor to Project Submit├──────────────┐
│ ┌────────────────────────────────────────────────────────┐   │
│ │    Project Submit Project Number                       │   │
│ └────────────────────────────────────────────────────────┘   │
│                                                               │
│  Project Number:                                              │
│   Project Title:                                              │
│                                                               │
│      Facility ID:                                             │
│   Facility Title:                                             │
│    Facility City:                                             │
│   Facility State:                                             │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│              ┌─────────────────────────┐                     │
└──────────────┤     ESC to Exit Menu    ├─────────────────────┘
```

Figure 7.75

```
┌──────────────┤Project Editor to Project Submit├──────────────┐
│ ┌────────────────────────────────────────────────────────┐   │
│ │ This project already exists in the Project Submit data bases. │
│ │ Do you want to replace this project? (Y/N)             │   │
│ └────────────────────────────────────────────────────────┘   │
│                                                               │
│  Project Number:                                              │
│   Project Title:                                              │
│                                                               │
│      Facility ID:                                             │
│   Facility Title:                                             │
│    Facility City:                                             │
│   Facility State:                                             │
│                                                               │
│                                                               │
│              ┌─────────────────────────┐                     │
└──────────────┤     ESC to Exit Menu    ├─────────────────────┘
```

Figure 7.76

```
┌───────────────────────────────────────────────┐
│                                                 │
│        Converting Project Editor data bases     │
│            to Project Submit data bases         │
│                                                 │
└───────────────────────────────────────────────┘
```

Figure 7.77

7.3 Changing a Project Number The third option, **Project #** (Figure 7.78), allows you to change the project number by entering the new project number and pressing the Enter Key.

```
                    |      • •  ProjDoc  • •          |
 ┌──────────────────┴─────────────────────────────────┴─────────────────┐
 ║   Projects      Worksheets    DD Forms     Output      Utilities      ║
 ╚════════════════════════════════════════════════════╤═════════════════╣
                                                       │ Draft→Editor    │
         ┌─────────────────────────────────────────────┤it Proj          │
         │                                              │ect #            │
         │    Project Number to be changed is:          │s                │
         │    What is the new Project Number?           │                 │
         │                                              │                 │
         │                                              └─────────────────┘
         │                                              │
         └──────────────────────────────────────────────┘

      ┌─────────────────────────────────────────────────────┐
      │   Use ↑↓→ or type letter to select, Q to Quit menu.  │
      └─────────────────────────────────────────────────────┘
```
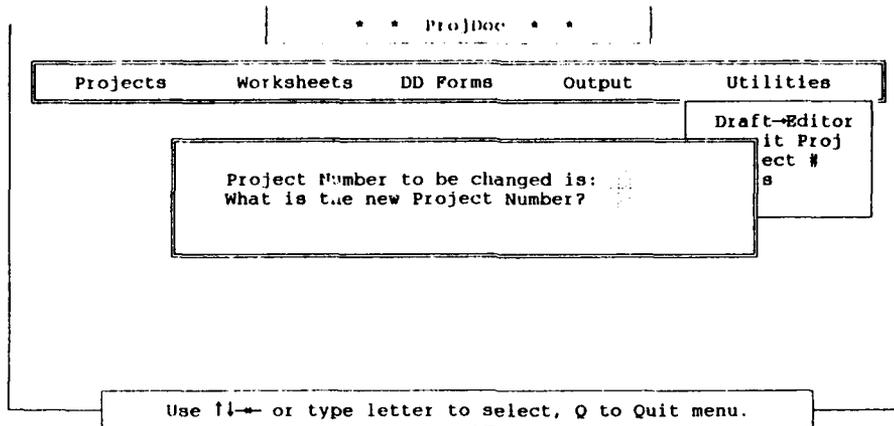
Figure 7.78

7.4 Files Location. The fourth option, **Files** (Figure 7.79), tells ProjDoc where the data bases are located. After choosing the **Files** option, the following screen will appear. Enter the location of the data bases by typing the path as illustrated in the example on the screen. Press "Enter" and you will be taken back to the Utilities menu.

```
                    |      • •  ProjDoc  • •          |
 ┌──────────────────┴─────────────────────────────────┴─────────────────┐
 ║   Projects      Worksheets    DD Forms     Output      Utilities      ║
 ╚════════════════════════════════════════════════════╤═════════════════╣
                                                       │ Draft→Editor    │
         ┌─────────────────────────────────────────────┤it Proj          │
         │                                              │ect #            │
         │    Enter Alternate Directory:                │s                │
         │    Example -    C:\MCAR\DBF                   │                 │
         │                                              └─────────────────┘
         │                                              │
         └──────────────────────────────────────────────┘

      ┌─────────────────────────────────────────────────────┐
      │   Use ↑↓→ or type letter to select, Q to Quit menu.  │
      └─────────────────────────────────────────────────────┘
```
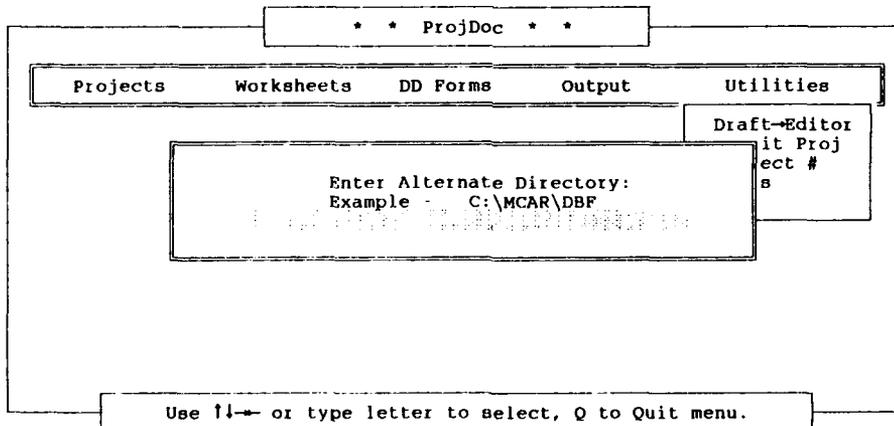
Figure 7.79

CHAPTER 8: MINOR CONSTRUCTION PROGRAM

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Chapter 8: MINOR CONSTRUCTION PROGRAM

PURPOSE

The MINOR computer program is a data base of Military Construction Army Reserve (MCAR) minor construction projects. Its primary purpose is to manage the minor construction program. The program can easily generate several different reports. It is designed to use data from the Facility data base (AR_FACIL) in order to eliminate duplicate data.

PROGRAM EXECUTION

Once installed, select MINOR from the USAR Life Cycle Management Software menu (Figure 2.3) to start the program. The first time you run the program, a window will appear asking you for the drive letter of your RAM disk. (This is the electronic disk drive that has been set up on your computer.) Most of the systems were set up with the "G" drive as the RAM disk, but you may designate any drive as your RAM drive. Press <Esc> if you do not have a RAM drive. Next you will see a flashing "Indexing" message. The projects are being placed in the proper order (by priority, etc.) for the first time. After indexing, the introduction screen will appear. The program will automatically continue to the main menu.

To execute any menu selection, either highlight the selection using the arrow keys and press <Return>, or press the first letter (or number) of the menu selection. This program is very easy to use if you remember two important points. Whenever a window displays on the screen, read the information and/or instructions in the window. Then, always read the instructions or messages in the box at the bottom of the screen. You will always be asked what to do next, or informed of what is going on in those two locations.

At the main menu you have four selections: Projects, Reports, Utilities and Quit to DOS.

<P>rojects

The <P>rojects selection will display all available information about each individual project. When first selected, you will see the first project in the data base. The first project displayed will vary depending upon how the data base is sorted. To "scroll" through the data base press the <Down Arrow> to display the next project, or the <Up Arrow> key to display the previous project.

Pressing the <Right Arrow>, <Left Arrow>, or <Spacebar> will move the highlighted bar at the bottom of the screen to another menu selection. Press <Return> on the highlighted menu selection, or press the first letter of the selection to execute the command.

<S>earch - Will allow you to find a project using any information that you happen to know about the project (e.g., Fiscal Year, Priority, City, Title, etc.).

Enter the information that you want to look for. The program will display the first project it finds that meets the criteria that you entered. Not all fields need to be filled in. In fact, the program will find matches for partial fields. For example, if you enter "jack" in the city field, the program will find "Jackson", "JACKSONVILLE", or any other city with the four letters J-A-

C-K in sequence. You will be asked if you want to continue searching. If you press "Y" for Yes, the program will continue looking for the next project that meets your criteria. If you press "N" for No, the last project located will be displayed.

The Priority field is used to conduct a "Quick Search." If information is entered in this field, all other fields will be ignored. If the requested priority exists, it will be found almost instantly.

<E>dit - Will allow you to change most of the information about the displayed project. Information that is displayed from another data base (e.g., City, State, etc.) cannot be changed from the MINOR program.

<A>dd - Will allow you to add a new project to the data base. You must enter both a Project Number and Facility ID before you can enter a new project. The project number will be checked to make sure that it is not already being used. The Facility ID will be checked to make sure that the facility exists. If the facility ID does not already exist, it must be added using the Facility program or ProjDoc program.

<D>elete - Will allow you to delete the project being displayed. You will be asked to verify that you POSITIVELY want to delete the project that is being displayed.

<F>irst - Takes you to the first project in the data base. (The first project may vary depending on how the data base is sorted.)

<L>ast - Takes you to the last project in the data base. (The last project may vary depending on how the data base is sorted.)

<Q>uit - Will exit the "scroll mode" and return you to the main menu.

<R>eports

All reports are generated using R&R Relational Report Writer. Reports can either be displayed on the screen, or printed on your printer. The following reports are available:

<1> Project CWE & PA - This report includes the Fiscal Year, Priority, Project Number, City, State, CWE, and PA. The total CWE and PA are displayed at the bottom of the report.

<2> Problems & Remarks - This report includes the Fiscal Year, Priority, Project Number, City, State, Problem flag, and both Remarks fields.

<3> Funding Information - This report includes the Fiscal Year, Priority, and Project Number. It also includes the Cost, Date Provided, Program Year, Returned dollars, and Date returned, for both Construction and Design Funds. The total Construction and Design Costs are displayed at the bottom of the report.

<4> Other Agencies - This report includes the Fiscal Year, Priority, Project Number, City, State, MACOM, CONUSA, Installation, and Corps District.

<5> Important Dates - This report includes the Fiscal Year, Priority, Project Number, City, State, Date Project Approved, Date Project Closed, Date Design Completed, and Date Project Completed.

<6> Type Projects - This report includes the Fiscal Year, Priority, Project Number, City, State, Specified Project, and Type Project.

After selecting your report, you are asked to "<D>isplay or <P>rint Report? (D/P)." If you answer "D" (the default, for Display), the report will be displayed on the screen. If you answer "P" (for Print), the report will be printed on your printer. Make sure your printer is turned on, on-line, and has paper. You will see a warning message if your printer is not ready. The default printer configuration is set up for an Epson (or compatible) printer. Run RRSETUP to change the printer configuration.

Next you are asked to select either "<A>ll, <S>pecified, or <U>nspecified?" projects to include in the report. Press "A", "S" or "U" to indicate which projects to select. Each report will indicate the number of records selected at the bottom of the report.

<U>tilities

The utilities perform basic program and system maintenance, and are described below:

<S>ort Projects - This is where you decide in what order you want the information displayed. The bottom of the Sort Menu displays the current sorted order of the data base.

NOTE: The data base will remain sorted in the order you select until you change it again using this sort utility.

The following sorts are available:

> **<1> Priority (Only)** - Sorted by Priority.
>
> **<2> FY & Priority** - Sorted first by Fiscal Year, then within each Fiscal Year by Priority.
>
> **<3> FY, State, City** - Sorted first by Fiscal Year, then within each Fiscal Year by State, then within each State by City.
>
> **<4> State, City** - Sorted first by State, then within each State by City.
>
> **<5> City** - Sorted by City.
>
> **<6> CWE (Only)** - Sorted by CWE.

<B>ackup to Floppy - Allows you to make a backup copy of your data file (AR_MINOR.DBF) to a floppy disk. Use this utility frequently to safeguard your data.

<M>emory (RAM) Status - Displays the currently selected RAM drive, and the number of bytes of available conventional RAM.

<R>eindex Data Base - Occasionally the index files may become corrupted, especially if the data file is used outside of the MINOR program using dBASE. This selection will reindex all the existing index files and put everything back into proper order.

<D>uplicate Check - Checks all project numbers for duplicates. Pauses and displays project number if any duplicates are found. **Duplicate project numbers may cause unreliable program execution.**

<C>hange Data Path - The default data path is the \DBF subdirectory under the subdirectory from which the program is executed. Normally the program will be executed from the \MCAR subdirectory, and the data will be in the \MCAR\DBF subdirectory of your hard disk. You may wish to copy this data to a RAM drive or other location on your hard disk to make temporary changes, etc. Use this utility to tell the program where the data files are located if you move them. New index files (.NDX) will automatically be created if they are not found with the data files.

Remember that the following data files must all be located in the same place: AR_MINOR.DBF, AR_PLNFR.DBF and AR_FACIL.DBF.

<Q>uit to DOS

This selection is used to exit the MINOR program and return to the Disk Operating System (or menu if the program was started from a menu). You will be asked "Are you sure? (Y/N)." Press "Y" to exit the program, or "N" to return to the main menu.

CAUTION

This program uses data from several related data bases. If any of these data bases are changed or manipulated outside of the program environment, the program may not function properly. The developer will not be responsible for program errors if data has been changed outside of the program environment.

CHAPTER 9: MCAR LCMA UTILITIES

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Chapter 9: MCAR LCM Automation UTILITIES

INTRODUCTION

MCAR LCM utilities is a set of programs designed to help you maintain and manage the data base. The menu containing the different utilities is accessed by selecting choice 2 in the MCAR Life Cycle Management Automation menu shown in Figure 9.1. Figure 9.2 shows the USAR LCM Utilities menu.

```
┌─────────────────────────────────────────────────────────────┐
│          MCAR Life Cycle Management Automation          .    │
├─────────────────────────────────────────────────────────────┤
│                                                              │
│                    1.  Programs                              │
│                    2.  Utilities                             │
│                    3.  Reports                               │
│                    4.  Return to DOS                         │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                    Life Cycle Management                     │
├─────────────────────────────────────────────────────────────┤
│ 16 May 1989 12:01:34                         Memory: 345 K   │
└─────────────────────────────────────────────────────────────┘
```

Figure 9.1

```
┌─────────────────────────────────────────────────────────────┐
│                    USAR LCM Utilities                        │
├─────────────────────────────────────────────────────────────┤
│                                                              │
│              1.  Data Base Directory                         │
│              2.  Data File Maintenance                       │
│              3.  Project Import/Export                       │
│              4.  Facility Import/Export                      │
│              5.  Unit Import/Export                          │
│              6.  Return to LCM Menu                          │
│                                                              │
│                                                              │
├─────────────────────────────────────────────────────────────┤
│ 16 May 1989 12:01:34                         Memory: 345 K   │
└─────────────────────────────────────────────────────────────┘
```
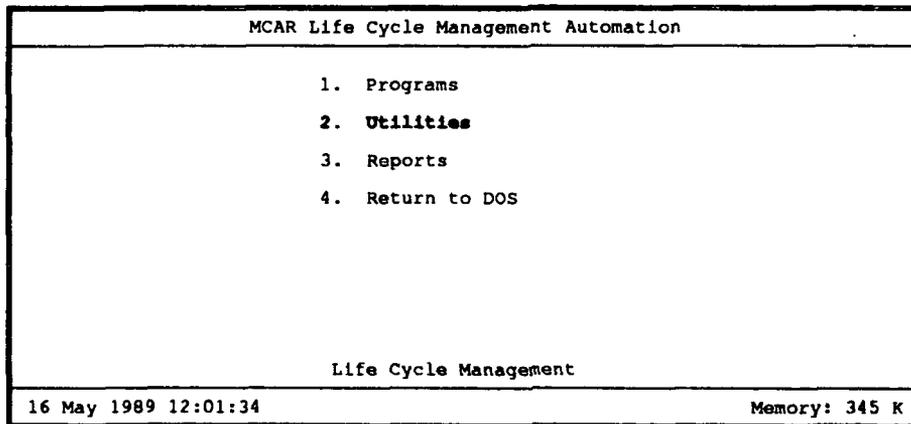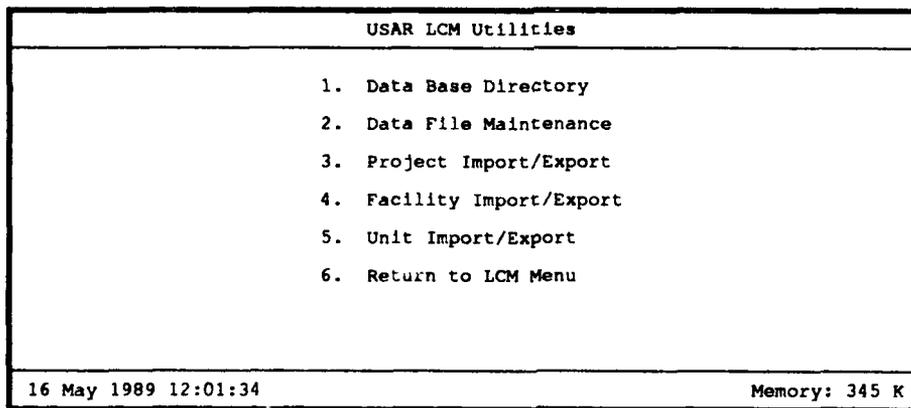
Figure 9.2

The utility programs included in LCM software are: Data Base Directory, Data File Maintenance, Project Import/Export, Facility Import/Export, and Unit Import/Export.

DATA BASE DIRECTORY

The objective of Data Base Directory is to specify the DOS directory containing the MCAR Data Base. Figure 9.3 shows the screen for entering the DOS directory.

```
┌─────────────────────────────────────────┐
│                                          │
│        Enter Alternate Directory:        │
│        Example    C:\MCAR\DBF            │
│                                          │
└─────────────────────────────────────────┘
```
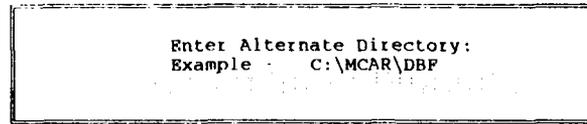
Figure 9.3

DATA FILE MAINTENANCE

The objective of Data File Maintenance is to pack, sort, and index the data files. Data bases may periodically need to be packed, sorted, or reindexed so that they can be accessed more efficiently. In other words, much data are deleted, the data base should be "cleaned up" so these deleted data are physically removed from the data base. When data are added, the data base should be physically sorted to reduce access time.

To start DATA FILE MAINTENANCE, select choice 2 from LCM Utilities Menu. The Data File Maintenance menu will appear on the screen (Figure 9.4).

```
┌──────────────── Data File Maintenance ────────────────┐
│                                                        │
│              ┌────────────────────────┐               │
│              │ Full Scale Maintenance  │               │
│              │ Clean Up Data Files     │               │
│              │ Sort Data Files         │               │
│              │ Index Data Files        │               │
│              └────────────────────────┘               │
│                                                        │
│   Use ↑↓→← or type letter to select, Q to Quit menu.   │
└────────────────────────────────────────────────────────┘
```
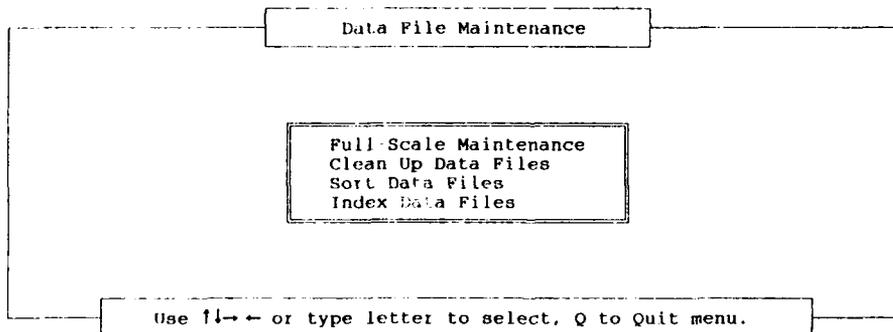
Figure 9.4

The purpose of Full-Scale Maintenance is to physically clean up all deleted data in the data base, sort remaining data, and then reindex them. Clean Up Data Files will only clean up deleted data and reindex remaining data while Sort Data Files will only sort all data and reindex them. Last, Index Data Files will only reindex all data in the data base.

Select the option by moving the cursor to the menu item and pressing enter or by typing the first letter of the menu option. Execution will start immediately. The time required to perform the maintenance depends on the level of maintenance selected, the size of the data base, and the user's equipment. It may vary from 10 minutes to several hours.

IMPORT/EXPORT UTILITIES

The purpose of the three import/export utilities is to facilitate the exchange of records between computers and/or directories. Project Import/Export copies project records from a source directory to a target directory. It does so by also copying the facility record associated with the project together with the unit records associated with it.

To start Project Import/Export, select choice 4 from LCM Utilities Menu. Figure 9.5 shows the first screen of the Import/Export Utility.

```
┌─────────────────────────────┤ Import/Export Utility ├─────────────────────────┐
│                                                                                 │
│                                                                                 │
│                              Enter Alternate Directories ·                      │
│                                  Example: C:\MCAR\DBF                            │
│                                                                                 │
│        Source Directory:                                                        │
│                                                                                 │
│        Target Directory:                                                        │
│                                                                                 │
│                                                                                 │
│                                                                                 │
└────────┤                         ESC to return.                       ├────────┘
```

Figure 9.5

In the Source Directory slot, type the DOS directory containing the data bases you want to export and press [Enter]. Then, in the Target Directory, type the DOS directory to which you want to export the data bases and press [Enter]. After that, Figure 9.6 will be shown on the screen to let you search the projects you want to export.

```
┌──────────────────────┤ Project Import/Export ├──────────────────────────┐
│                                                                          │
│        Project Number:                                                   │
│        Project Title :                                                   │
│        Fiscal Year    :                                                  │
│                                                                          │
│        Facility Name :                               Facility ID:        │
│        Street        :                                                   │
│        City          :                  State:       Zip:                │
│        MUSARC        :                  CONUSA:                          │
│                                                                          │
│                  Fill in any desired search conditions.                  │
│                                                                          │
│                                                                          │
└────┤ Use ↑↓→← keys to move around the screen.  PgDn to finish ├──────────┘
```

Figure 9.6

To prevent loss of data due to insufficient floppy disk space, data should first be exported to the hard drive. The files can then be split or achieved, and downloaded to the floppy disk.

From the screen you can identify a specific project by entering the ENTIRE Project Number or partial information for any other fields such as project title, facility name, and state. After entering the desired information, press the "PgDn" key to start the search.

If you enter partial information instead of the ENTIRE Project Number, a menu will pop up on the lower part of the screen as shown in Figure 9.7.

```
┌─────────────────────┤ Project Import/Export ├─────────────────────┐
┌─┘                   └───────────────────────┘                     └─┐
│                                                                     │
│                                                                     │
│   Project Number : 00001                                            │
│   Project Title  : PROJECT ONE                                      │
│   Fiscal Year    : 1990                                             │
│                                                                     │
│   ·                                                                 │
│   Facility Name : TESTING FACILITY              Facility ID: FAC01  │
│   Street        :                                                   │
│   City          :                      State:     Zip:              │
│   MUSARC        :                      CONUSA:                      │
│                                                                     │
│                                                                     │
│   A. Current Only      B. All With Confirm    C. All Without Confirm│
│                                                                     │
│                                                                     │
└──────┐   ┌──────────────────────────────────────────────┐         │
       └───┤ Use ↑↓→ ← keys to move around the screen.  PgDn to finish ├─────┘
           └──────────────────────────────────────────────┘
```
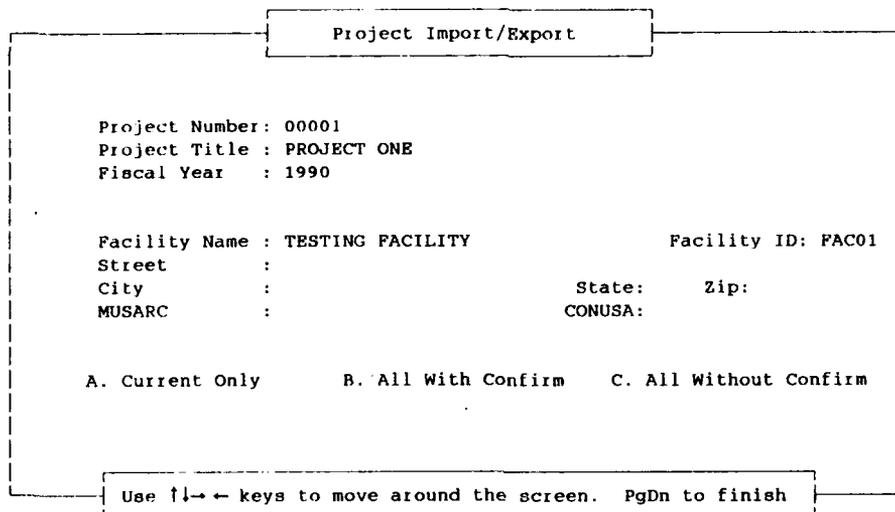
Figure 9.7

You can select "A" to export the current project only. To export multiple projects that fit the search criterion, select "B" or "C." "B" gives the opportunity to confirm exportation of selected projects, while "C" will export all projects immediatley.

Before exporting projects to the target directory, the program will check whether this specific project is already in the target directory. If it is, Figure 9.8 will be shown on the screen. The left hand side of the screen shows the project you want to export; the right hand side of the screen shows the project that ab ady exists in the target directory. Type [Y] if you want to replace the old project with the new project, or else type [N].

```
┌─────────────────────────────────────────────────┐
│                Project Import\Export             │
│               └─────────────────────────┘        │
┌─────── ──── ────────┤                    ┬───────────────────┐
│  SOURCE PROJECT      └─────────────────────────┘   TARGET PROJECT │
│                                        ║                          │
│   Project Number: 00001                ║    Project Number:  00001│
│   Project Title :                      ║    Project Title :       │
│   PROJECT ONE                          ║    PROJECT 1             │
│   Fiscal Year   : 1990                 ║    Fiscal Year   : 1989  │
│                                        ║                          │
│   Facility Name :                      ║    Facility Name :       │
│   TESTING FACILITY                     ║                          │
│   Street       :                       ║    Street       :        │
│                                        ║                          │
│   Facility ID   : FAC01                ║    Facility ID   :       │
│   City :                               ║    City :                │
│   State:     Zip:                      ║    State:     Zip:       │
│                                        ║                          │
│   MUSARC:                              ║    MUSARC:               │
│   CONUSA:                              ║    CONUSA:               │
│                                        ║                          │
│   ┌────────────────────────────────────────────────────┐        │
│   │Source Project already exists in Target Project data bases.│  │
│   │     Replace Target Project with Source Project?      │        │
└───┤                                                      ├────────┘
    └────────────────────────────────────────────────────┘
```

Figure 9.8

In the same way, Facility Import/Export and Unit Import/Export utilities copy facilities and unit records respectively from a source directory to a target directory. If the target directory does not contain the files to house an MCAR data base, any of the three Import/Export utilities will create it at the time of exporting the first record.

APPENDIX A: DRAFT REPORTS

TABLE OF CONTENTS

DD FORM 1390s/1

USAR   16 Dec 88

USARC, Chicago, IL

Full-Time Personnel, Days/Week - 5
Reservists, Weekends/Month - 2
Reservists, Nights/Week - 2

Indiana USARC, Indianapolis   -   24 mile(s)

           ILLINOIS USARC PROJECT 1   101138   8709

Activities identified in Item 6 have been examined by the 30 Sep 89
State Reserve Forces Facilities Board for possible joint use/
expansion. The Board recommends unilateral construction.
                                                                              15.00
Yes

Highway 57 connection

USAR   16 Dec 88

USARC, Chicago, IL

	132	36	64	32	613	94	519
	121	39	47	35	652	116	536

THIS IS UNIT - 123456	46	77
MYFIRST UNIT	21	7
15TH MA MICHAGIN	217	229
UHH1 ILLINOIS	250	255
10TH PSY CHI	79	84
TEST 1	0	0
TEST 2	0	0
TEST 3	0	0

	AT BASE		
Tracked Vehicles	25	10	9
Wheeled Vehicles	65	65	88
Trailers	19	29	17
TOTAL	109	104	114

	($000)
Air Pollution	0
Water Pollution	0
Safety and Occupational Health	0

USAR   16 Dec 88

USARC   ILLINOIS USARC PROJECT 1
Chicago, Il

55994A   171-40   CAR 90-00001   8709

PRIMARY FACILITIES: 6734

   Training Center Addition   SF   77300   70.00   5411
   Training Center Alteration   SF   5700   35.00   200
   Maintenance Shop Addition   SF   13938   70.00   976
   Maintenance Shop Alteration   SF   4200   35.00   147

SUPPORTING FACILITIES:
  Communications   118
  General   1010

TOTAL CONSTRUCTION COST   7862
  Contingencies (5%)   393
  Supervision and Administration (5.5%)   454

TOTAL PROJECT COST   8709

Design will provide the most economical construction of a renovation,
expansion, or new construction or combination thereof, complete with
integrated site development, to provide a permanent, esthetically pleas-
ing spacial enclosure to house the functional requirement stated herein.

---

11. REQUIREMENT: 101138 SF. Adequate: 0 SF. Inadequate: 9900 SF.

DD FORM 1391c

USAR   16 Dec 88

USARC,Chicago,IL

ILLINOIS USARC PROJECT 1   CAR 90-00001

12.   SUPPLEMENTAL DATA:
      a. Estimated design data:
          (1) Status:
               (a) Date Design Started.......................____
               (b) Percent Complete as of January 198_.......____
               (c) Percent Complete as of October 198_.......____
               (d) Date Design Complete......................____
          (2) Basis:
               (a) Standard or Definitive Design - Yes____No____
               (b) Where Design Was Most Recently Used _____
          (3) Total Cost (c) = (a) + (b) or (d) + (e) : ____ ($000)
               (a) Production of Plans and Speifications....____
               (b) All Other Design Costs...................____
               (c) Total...................................____
               (d) Contract................................____
               (e) In-house................................____
          (4) Construction Start............................____

      b. Equipment associated with this project which will be provided
from other appropriations:

| | | Fiscal Year | |
| Equipment | Procuring | Appropriated | Cost |
Nomenclature	Appropriation	Or Requested	($000)
Wire Mesh	OMAR		
Shelves	OMAR		
Kitchen Equipment	OMAR		
	TOTAL		0

Chicago, IL

SPACE	SF PER REG	APPROVED SF	EXIST SF	REMARKS
1. ADMINISTRATIVE AREAS	18820	18820	3000	
a. FULL TIME	3120	3120		NOTE 1a
b. UNIT EXCLUSIVE	4590	4590		NOTE 1b
c. UNIT COMMON	10500	10500		NOTE 1c
d. RETENTION	250	250		NOTE 1d
e. ADMINISTRATIVE SUPPORT	360	360		NOTE 1e
2. ASSEMBLY AREAS	8640	8640	500	
a. ASSEMBLY HALL	6200	6200		NOTE 2a
b. CHAIR & TABLE STORAGE	620	620		NOTE 2b
c. KITCHEN				
1. FOOD PREPARATION	290	290		NOTE 2c1
2. SCULLERY	190	190		NOTE 2c2
3. FOOD STORAGE	140	140		NOTE 2c3
d. ARMS VAULT	1100	1100		NOTE 2d
e. ARMORER	100	100		NOTE 2e
3. EDUCATION AREAS	6405	6405	1200	
a. CLASSROOMS	3900	3900		NOTE 3a
b. LIBRARY READING ROOMS	975	975		NOTE 3b
c. LEARNING CENTER	650	650		NOTE 3c
d. LIBRARY STORAGE	390	390		NOTE 3d
e. TRAINING AID STORAGE	390	390		NOTE 3e
f. COMSEC TRAINING	100	100		NOTE 3f
4. STORAGE AREAS	10336	10336	600	
a. UNIT & INDIVIDUAL STORAGE	7776	7776		NOTE 4a
b. STAGING	778	778		NOTE 4b
c. SUPPLY OFFICES	1632	1632		NOTE 4c
d. COMSEC STORAGE	100	100		NOTE 4d
e. JANITORIAL STORAGE	50	50		NOTE 4e
f. FLAMMABLE	0	0		NOTE 4f
5. SPECIAL TRAINING AREAS	8376	18276		
a. RIFLE RANGE	1020	1020		NOTE 5a
b. BAND ROOM	2850	2850		NOTE 5b
c. DRAFTING ROOM	250	250		NOTE 5c
d. GENERAL OFFICER CONFERENCE ROOM	400	400		NOTE 5d
e. INSTRUCTOR CLASSROOMS	300	300		NOTE 5e
h. PHYSICAL EXAMINING SECTION	2500	2500		NOTE 5h
i. PUBLICATIONS STORAGE	1056	1056		NOTE 5i
l. TEST 1		10000		NOTE 5l
l. TEST 2		-100		NOTE 5m
6. SUPPORT AREAS	2877	2877	750	
a. MEN'S TOILETS & SHOWERS	1350	1350		NOTE 6a
b. WOMEN'S TOILETS & SHOWERS	275	275		NOTE 6b
c. MECHANICAL	1052	1052		NOTE 6c
d. ELECTRICAL	100	100		NOTE 6d
e. TELEPHONE	100	100		NOTE 6e
TOTAL CENTER NET AREA	55454	65354		
CIRCULATION (15% or 22%)	12200	14378		NOTE CIR

```
        STRUCTURE (5%)                          2773 |    3268 |              |   NOTE STR

TOTAL CENTER GROSS AREA                        70427 |   83000 |              |

7.   MAINTENANCE SHOP AREAS

     a.   OMS SHOP OFFICE                        3120 |    3120 |              |   NOTE 7a
     b.   OMS UNISEX TOILET                        75 |      75 |              |   NOTE 7b
     c.   OMS TOOL STORAGE                         576 |     576 |              |   NOTE 7c
     d.   OMS PARTS STORAGE                        576 |     576 |              |   NOTE 7d
     e.   OMS BATTERY STORAGE/CHARGING            150 |     150 |              |   NOTE 7e
     f.   OMS FLAMMABLE STORAGE                   150 |     150 |              |   NOTE 7f

     g.   AMSA SHOP OFFICE                        360 |     360 |              |   NOTE 7g
     h.   AMSA MEN'S TOILETS                      200 |     200 |              |   NOTE 7h
     i.   AMSA WOMEN'S TOILETS                    150 |     150 |              |   NOTE 7i
     j.   AMSA LOCKER ROOM                        100 |     100 |              |   NOTE 7j
     k.   AMSA CLASSROOM/BREAK AREA               200 |     200 |              |   NOTE 7k
     l.   AMSA TOOL ROOM                          960 |     960 |              |   NOTE 7l
     m.   AMSA SUPPLY ROOM                        960 |     960 |              |   NOTE 7m
     n.   AMSA BATTERY ROOM                       400 |     400 |              |   NOTE 7n
     o.   AMSA COMMO/ELEC SHOP                    150 |     150 |              |   NOTE 7o
     p.   AMSA INSTRUMENT REPAIR SHOP               0 |       0 |              |   NOTE 7p
     q.   AMSA SMALL ARMS REPAIR SHOP               0 |       0 |              |   NOTE 7q
     r.   AMSA SMALL ARMS VAULT                     0 |       0 |              |   NOTE 7r
     s.   AMSA FLAMMABLE STORAGE                  250 |     250 |              |   NOTE 7s

     t.   MECH/CUSTODIAL                          480 |     480 |              |   NOTE 7t
     u.   10 WORK BAYS                           7632 |    7632 |              |   NOTE 7u
     v.   TOTAL SHOP NET AREA (SF)              16489 |   16489 |              |   NOTE 7v
     w.   TOTAL SHOP GROSS AREA (SF)            18138 |   18138 |    4200 |
```

A-7

8. SUPPORTING FACILITIES

a.	POV PARKING - CENTER (SY)	17185	17185		NOTE 8a
b.	POV PARKING - AMSA (SY)	0	0		NOTE 8b
c.	109 OMS MEP (SY)	5450	5450		NOTE 8c
d.	2 AMSA MEP (SY)	10	10		NOTE 8d
e.	WASH PLATFORM - OMS (EA)	2	2		NOTE 8e
f.	WASH PLATFORM - AMSA (EA)	0	0		NOTE 8f
g.	COVERED STORAGE	0	0		NOTE 8g
h.	MEP FENCING & LIGHTING	AS REQUIRED			NOTE 8h
i.	ACCESS ROADS	AS REQUIRED			NOTE 8i

CENTER STATISTICS

LARGEST DRILL WEEKEND -   1   613 POPULATION
LARGEST ADMIN WEEKEND -   1
LARGEST MAINT WEEKEND -   1

	CENTER	SHOP
REQUIREMENT	83000	18138
EXISTING	5700	4200
ESTIMATED ADDITION SIZE	77300	13938

INFORMATION SYSTEMS REQUIREMENTS WORKSHEET

LOCATION	TOTAL REQUESTED	TOTAL APPROVED	CRITERIA
ADMINISTRATIVE AREAS			
FULL TIME	26	26	1 PER FULL-TIME EMPLOYEE
UNIT EXCLUSIVE	25	25	1 PER AUTH EXCL SPACE
UNIT COMMON	30	30	1 PER 6 ON LARGEST DRILL
RETENTION	1	1	1 PER CENTER
STORAGE AREAS			
SUPPLY OFFICES	3	3	1 PER SUPPLY OFFICE
MAINTENANCE SHOP AREAS			
OMS SHOP OFFICE	24	24	1 PER 2 DESKS
AMSA SHOP OFFICE	3	3	1 PER DESK
AMSA CLASSROOM	1	1	1 PER AMSA
AMSA COMMO/ELEC SHOP	1	1	1 PER SHOP
AMSA INSTRUMENT REPAIR	1	1	1 PER SHOP
AMSA SMALL ARMS REPAIR	1	1	1 PER SHOP
SUPPORT AREAS			
FIRE ALARM	1	1	1 PER CENTER
IDS/JSIDS	1	1	1 PER CENTER
SPECIAL	____	0	AS JUSTIFIED ON ENCL
TOTAL INSTRUMENTS	118	118	
(X $1,000 EACH)			
ESTIMATE ($000)		118	

LOCAL TELEPHONE COMPANY INFORMATION

NAME	Illinois Bell
STREET	400 E. Wright St.
CITY, STATE, ZIP	Danville IL 61031
TELEPHONE NUMBER	

TELEPHONES AUTHORIZED BY UNIT

	UNIT	FULL TIME	EXCLUSIVE	SUPPLY
1	THIS IS UNIT - 123456	3	0	0
2	MYFIRST UNIT	10	0	0
3	15TH MA MICHIGAN	2	1	1
4	UHH1 ILLINOIS	9	6	1
5	10TH PSY CHI	2	7	1
6	TEST 1	0	0	0
7	TEST 2	0	0	0
8	TEST 3	0	0	0
	TOTALS	26	25	3

NOTES:

    FULL-TIME - ONE INSTRUMENT AUTHORIZED FOR EACH FULL-
               TIME ADJUSTMENT EMPLOYEE
    EXCLUSIVE - ONE INSTRUMENT PER INDIVIDUAL AUTHORIZED
               EXCLUSIVE ADMINISTRATIVE SPACE
    SUPPLY   - ONE INSTRUMENT PER SUPPLY OFFICE
    OFFICE

PROJECT VALIDATION

The Reserve manpower potential to meet and maintain authorized strengths
of all Reserve units in the area in which this facility is to be located
has been reviewed in accordance with the procedures described in DOD
Directive 1200.1. It has been determined, in coordination with all other
Service Forces presently located in the area, and those which have been
allocated to the area for future activation, that it is not and will not be larger
than the number that reasonably can be expected to be maintained at author-
ized strength. In addition, requirements for the facility will remain
at approximately current levels for the foreseeable future to ensure that
the facility will be adequately utilized. The facility conditions describ-
ed in the justification date have been verified by on-site inspections.
Requirements for this project were confirmed by the State Reserve Facilities'
Board on 30 Sep 89.

Environmental Assessment for this project was completed on 12 Mar 89.

BASIC PROJECT DATA (ON SCREEN)

                        *** Basic Information ***
CONUSA: 2   MUSARC: MIDWEST   FACILITY ID: FAC01
Facility Name : ILLINOIS USARC
Street: 1010 W. Green St.
City : Chicago   State: IL   Zip: 21000
Preparation Date Of Documents : 16 Dec 88

                *** Pattern of Facility Usage ***
Full Time Personnel :   5 Days/Week
Reservist   :   2 Nights/Month
Reservist   :   2 Weekends/Month

        *** State Facility Review Board Recommendation ***
Date of Recommendation: 30 Sep 89
Recommendation is JOINT [Y] or Unilateral [N]: N

```
                      ***  General Project Information  ***
Project Type
New        : Y
Alteration : N
Addition   : N
Two Story  : N
Project Title :  ILLINOIS USARC PROJECT 1
```

```
                    ***  Special Training Areas  ***
Band Room              : Y
Drafting Room          : N
G.O. Conference Room   : N
Instructor Classroom   : N
Medical Section        : N
Photo Lab              : N
Physical Exam Wing     : N
Rifle Range            : Y
S.C.I.F.               : N
Soil Testing Lab       : N
USARF Storage          : N

          ***  Land Acquisition and Aditional Projects  ***
Acres Required For Land Acquisition :  15.00
Additional Projects Planned in Next 4 Years
Project 1) Highway 57 connection
Project 2)
```

```
                *** Nearest Four Military Installations ***
Component          Location              Distance in Miles
1) Indiana Usarc   Indianapolis                  24
```

```
                    ***  Telephone Company Data  ***
Telephone Company Name : Illinois Bell
Street: 400 E. Wright St.
City   : Danville                State: IL  Zip: 61031
Telephone Number :

                        ***  AMSA  ***
Number of Supported Vehicles :    0

Recognized Personnel
    Administrative          :    0
    Mechanics               :    0
    Commo/Elec Techs        :    0
    Instrument Repair Techs :    0
    Small Arms Repair Techs :    0
    Other                   :    0
```

```
                    ***  Unit Information  ***
Unit Name      : THIS IS UNIT - 123456
Unit ID Code   : 123456
Drill Weekend  : 2
Type of Unit   : USAR School
    *** NO ACCOUNTS ***

                    ***  Unit Strengths  ***
                    Officer   Enlisted   Civilian
Authorized Reserve   :    23        23
Assigned Reserve     :    43        34
Authorized Full-Time :    23        43        23
Assigned Full-Time   :    23        23        23


               ***  Full-Time Office Locations  ***
Administrative :  3
Supply         :  2
Maintenance Administrative :  1
Maintenance Mechanics      :  1
```

```
                    *** Reserve Personnel ***
                *** Requiring Specialized Space ***
The Commanders and senior officers
Major General      : 2
Brigadier General : 2
Colonel            :  2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :   0
Number of Principal Staff Officers                  :   2
Number of Cooks                                     :   0
Number of Unit Mechanics                            :   0
Number of Unit Maintenance Administrative Personnel :   0

                    *** Unit Equipment ***
                    Authorized   Assigned   Actual
Tracked Vehicles    :      0          0         0
Wheeled Vehicles    :      0          0         0
Trailers            :      0          0         0
Crew Served Weapons :      0          0

                  *** Mission Information ***
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

```
                       ***  Unit Information  ***
Unit Name      : MYFIRST UNIT
Unit ID Code   : NEW001
Drill Weekend  : 1
Type of Unit   : USAR School
   *** NO ACCOUNTS ***

                       ***  Unit Strengths  ***
                         Officer   Enlisted   Civilian
Authorized Reserve   :      1        20
Assigned Reserve     :      3         4
Authorized Full-Time :      5         6          7
Assigned Full-Time   :      8         9         10

                 ***  Full-Time Office Locations  ***
Administrative : 10
Supply         : 10
Maintenance Administrative :  9
Maintenance Mechanics      :  9
```

```
                    ***  Reserve Personnel  ***
             ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General      : 0
Brigadier General : 2
Colonel            : 2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :    5
Number of Principal Staff Officers                  :    2
Number of Cooks                                     :    5
Number of Unit Mechanics                            :    5
Number of Unit Maintenance Administrative Personnel :    8


                    ***  Unit Equipment  ***
                    Authorized    Assigned    Actual
Tracked Vehicles    :     10          9          25
Wheeled Vehicles    :     10          0           0
Trailers            :     10          0           0
Crew Served Weapons :    100          0


                 ***  Mission Information  ***
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

```
                    ***  Unit Information  ***
Unit Name     : 15TH MA MICHIGAN
Unit ID Code  : WQ7TAA
Drill Weekend : 1
Type of Unit  : TDA Unit
Accounts :
   Unit Supply


                        ***  Unit Strengths  ***
                        Officer    Enlisted   Civilian
Authorized Reserve   :    11         206
Assigned Reserve     :    11         218
Authorized Full-Time :     1           9         0
Assigned Full-Time   :     1           9         0


                    ***  Full-Time Office Locations  ***
Administrative :  2
Supply         :  3
Maintenance Administrative :  3
Maintenance Mechanics      :  1
```

```
                     ***  Reserve Personnel  ***
              ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General      :   0
Brigadier General  :   0
Colonel            :   2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :  15
Number of Principal Staff Officers                  :   2
Number of Cooks                                     :   5
Number of Unit Mechanics                            :  10
Number of Unit Maintenance Administrative Personnel :   1


                  ***  Unit Equipment  ***
                   Authorized    Assigned    Actual
Tracked Vehicles    :      0           0          0
Wheeled Vehicles    :     22          53         40
Trailers            :      7           7          7
Crew Served Weapons :      2           4


                  ***  Mission Information  ***
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

```
                     ***  Unit Information  ***
Unit Name       : UHH1 ILLINOIS
Unit ID Code    : WSQZAA
Drill Weekend   : 1
Type of Unit    : MTOE Unit
Accounts :
   Unit Supply

                        ***   Unit Strengths  ***
                        Officer   Enlisted   Civilian
Authorized Reserve   :    49        201
Assigned Reserve     :    48        207
Authorized Full-Time :     6          5         1
Assigned Full Time   :     6          5         1

               ***   Full-Time Office Locations   ***
Administrative : 9
Supply         : 1
Maintenance Administrative :  3
Maintenance Mechanics      :  5
```

```
                      ***  Reserve Personnel  ***
                 ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General        ·   0
Brigadier General :   0
Colonel           :   1
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :   99
Number of Principal Staff Officers                  :    0
Number of Cooks                                     :    8
Number of Unit Mechanics                            :    3
Number of Unit Maintenance Administrative Personnel :    2

                     ***  Unit Equipment  ***
                     Authorized    Assigned    Actual
Tracked Vehicles    :      0            0          0
Wheeled Vehicles    :     17           13          4
Trailers            :      5            3          5
Crew Served Weapons :      2            3

                   ***  Mission Information  ***
This is an EXISTING Mission
   Modernization      : N
   Replacement        : N
   New Construction : N
```

```
                        ***  Unit Information  ***
Unit Name      : 10TH PSY CHI
Unit ID Code   : WTL7AA
Drill Weekend  : 2
Type of Unit   : MTOE Unit
Accounts :
   Unit Supply
   COMSEC

                        ***  Unit Strengths  ***
                        Officer   Enlisted   Civilian
Authorized Reserve    :   10        69
Assigned Reserve      :   11        73
Authorized Full-Time  :    1         1          1
Assigned Full-Time    :    1         1          1

                 ***  Full-Time Office Locations  ***
Administrative  :  2
Supply          :  1
Maintenance Administrative  :  4
Maintenance Mechanics       :  2
```

```
                        ***  Reserve Personnel  ***
                  ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General      :  0
Brigadier General :  0
Colonel            :  0
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :  56
Number of Principal Staff Officers                  :   2
Number of Cooks                                     :   0
Number of Unit Mechanics                            :   3
Number of Unit Maintenance Administrative Personnel :   1


                   ***  Unit Equipment  ***
                     Authorized   Assigned   Actual
Tracked Vehicles     :      0          0         0
Wheeled Vehicles     :     16         22        21
Trailers             :      7          7         7
Crew Served Weapons  :      0          0


                 ***  Mission Information  ***
This is an EXISTING Mission
    Modernization    : N
    Replacement      : N
    New Construction : N
```

```
                    ***  Unit Information  ***
Unit Name     : TEST 1
Unit ID Code  : 222221
Drill Weekend : 2
Type of Unit  : *** NOT KNOWN ***
   *** NO ACCOUNTS ***


                        ***  Unit Strengths  ***
                        Officer   Enlisted   Civilian
Authorized Reserve    :    0         0
Assigned Reserve      :    0         0
Authorized Full-Time  :    0         0          0
Assigned Full-Time    :    0         0          0

                  ***  Full-Time Office Locations  ***
Administrative :  0
Supply         :  0
Maintenance Administrative :  0
Maintenance Mechanics      :  0
```

```
                    ***  Reserve Personnel  ***
                 ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General      :   0
Brigadier General :   0
Colonel            :   0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :    0
Number of Principal Staff Officers                  :    0
Number of Cooks                                     :    0
Number of Unit Mechanics                            :    0
Number of Unit Maintenance Administrative Personnel :    0


                    ***  Unit Equipment  ***
                    Authorized    Assigned    Actual
Tracked Vehicles     :       0           0           0
Wheeled Vehicles     :       0           0           0
Trailers             :       0           0           0
Crew Served Weapons  :       0           0


                   ***  Mission Information  ***
This is an EXISTING Mission
    Modernization     : N
    Replacement       : N
    New Construction  : N
```

```
                    ***  Unit Information  ***
Unit Name      : TEST 2
Unit ID Code   : 222222
Drill Weekend : 1
Type of Unit   : *** NOT KNOWN ***
    *** NO ACCOUNTS ***


                    ***  Unit Strengths  ***
                    Officer   Enlisted   Civilian
Authorized Reserve    :      0         0
Assigned Reserve      :      0         0
Authorized Full-Time :      0         0          0
Assigned Full-Time   :      0         0          0


                 ***  Full-Time Office Locations  ***
Administrative :  0
Supply         :  0
Maintenance Administrative :  0
Maintenance Mechanics      :  0
```

```
                    ***   Reserve Personnel   ***
              ***   Requiring Specialized Space   ***
The Commanders and senior officers
Major General      :   0
Brigadier General :   0
Colonel           :   0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :    0
Number of Principal Staff Officers                  :    0
Number of Cooks                                     :    0
Number of Unit Mechanics                            :    0
Number of Unit Maintenance Administrative Personnel :    0


                    ***   Unit Equipment   ***
                       Authorized    Assigned    Actual
Tracked Vehicles     :      0           0           0
Wheeled Vehicles     :      0           0           0
Trailers             :      0           0           0
Crew Served Weapons  :      0           0

                  ***   Mission Information   ***
This is an EXISTING Mission
    Modernization     : N
    Replacement       : N
    New Construction  : N
```

```
                        ***   Unit Information   ***
Unit Name      : TEST 3
Unit ID Code   : 222223
Drill Weekend  : 3
Type of Unit   : *** NOT KNOWN ***
      *** NO ACCOUNTS ***


                        ***   Unit Strengths   ***
                        Officer    Enlisted   Civilian
Authorized Reserve     :    0          0
Assigned Reserve       :    0          0
Authorized Full-Time   :    0          0          0
Assigned Full-Time     :    0          0          0

                   ***   Full-Time Office Locations   ***
Administrative :   0
Supply         :   0
Maintenance Administrative :   0
Maintenance Mechanics      :   0
```

BASIC PROJECT DATA (PRINTING)

```
                        ***  Reserve Personnel  ***
                     ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General       :  0
Brigadier General  :  0
Colonel             :  0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :   0
Number of Principal Staff Officers                  :   0
Number of Cooks                                     :   0
Number of Unit Mechanics                            :   0
Number of Unit Maintenance Administrative Personnel :   0


                        ***  Unit Equipment  ***
                      Authorized    Assigned    Actual
Tracked Vehicles    :      0            0           0
Wheeled Vehicles    :      0            0           0
Trailers            :      0            0           0
Crew Served Weapons :      0            0

                     ***  Mission Information  ***
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

                        *** Basic Information ***
CONUSA: 2   MUSARC: MIDWEST   FACILITY ID: FAC01
Facility Name : ILLINOIS USARC
Street: 1010 W. Green St.
City : Chicago   State: IL   Zip: 21000
Preparation Date Of Documents : 16 Dec 88

                  *** Pattern of Facility Usage ***
Full Time Personnel : 5 Days/Week
Reservist   : 2 Nights/Month
Reservist   : 2 Weekends/Month

            *** State Facility Review Board Recommendation ***
Date of Recommendation: 30 Sep 89
Recommendation is JOINT [Y] or Unilateral [N]: N

                  *** General Project Information ***
Project Type
New   : Y
Alteration : N
Addition   : N
Two Story : N
Project Title : ILLINOIS USARC PROJECT 1

                  *** Special Training Areas ***
Band Room   : Y
Drafting Room   : N
G.O. Conference Room : N
Instructor Classroom : N
Medical Section   : N
Photo Lab   : N
Physical Exam Wing   : N
Rifle Range   : Y
S.C.I.F.   : N
Soil Testing Lab   : N
USARF Storage   : N

            *** Land Acquisition and Aditional Projects ***
Acres Required For Land Acquisition : 15.00
Additional Projects Planned in Next 4 Years
Project 1) Highway 57 connection
Project 2)

             *** Nearest Four Military Installations ***
Component   Location   Distance in Miles
1) Indiana USARC   Indianapolis   24

                 *** Telephone Company Data ***
Telephone Company Name : Illinois Bell
Street: 400 E. Wright St.
City : Danville   State: IL Zip: 61031
Telephone Number :

                 *** AMSA ***
Number of Supported Vehicles :   0

Recognized Personnel
    Administrative   :   0
    Mechanics   :   0
    Commo/Elec Techs   :   0
    Instrument Repair Techs :   0
    Small Arms Repair Techs :   0
    Other   :   0

```
                        ***  Unit Information   ***
Unit Name     : THIS IS UNIT - 123456
Unit ID Code  : 123456
Drill Weekend : 2
Type of Unit  : USAR School
   *** NO ACCOUNTS ***


                        ***  Unit Strengths  ***
                        Officer   Enlisted   Civilian
Authorized Reserve    :   23        23
Assigned Reserve      :   43        34
Authorized Full-Time  :   23        43         23
Assigned Full-Time    :   23        23         23


                    ***  Full-Time Office Locations  ***
Administrative :  3
Supply         :  2
Maintenance Administrative :  1
Maintenance Mechanics      :  1


                    ***  Reserve Personnel  ***
               ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General       :  2
Brigadier General   :  2
Colonel             :  2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :   0
Number of Principal Staff Officers                  :   2
Number of Cooks                                     :   0
Number of Unit Mechanics                            :   0
Number of Unit Maintenance Administrative Personnel :   0


                    ***  Unit Equipment  ***
                    Authorized   Assigned   Actual
Tracked Vehicles     :     0          0         0
Wheeled Vehicles     :     0          0         0
Trailers             :     0          0         0
Crew Served Weapons  :     0          0


                    ***  Mission Information  ***
This is an EXISTING Mission
   Modernization   : N
   Replacement     : N
   New Construction : N
```

A-35

*** Unit Information ***

Unit Name   : MYFIRST UNIT
Unit ID Code : NEW001
Drill Weekend : 1
Type of Unit : USAR School
   *** NO ACCOUNTS ***

*** Unit Strengths ***

	Officer	Enlisted	Civilian
Authorized Reserve :	1	20	
Assigned Reserve :	3	4	
Authorized Full-Time :	5	6	7
Assigned Full-Time :	8	9	10

*** Full-Time Office Locations ***

Administrative : 10
Supply   : 10
Maintenance Administrative : 9
Maintenance Mechanics   : 9

*** Reserve Personnel ***
*** Requiring Specialized Space ***

The Commanders and senior officers
Major General   : 0
Brigadier General : 2
Colonel   : 2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space : 5
Number of Principal Staff Officers   : 2
Number of Cooks   : 5
Number of Unit Mechanics   : 5
Number of Unit Maintenance Administrative Personnel : 8

*** Unit Equipment ***

	Authorized	Assigned	Actual
Tracked Vehicles :	10	9	25
Wheeled Vehicles :	10	0	0
Trailers :	10	0	0
Crew Served Weapons :	100	0	

*** Mission Information ***

This is an EXISTING Mission
   Modernization   : N
   Replacement   : N
   New Construction : N

A-36

                        *** Unit Information ***
Unit Name   : 15TH MA MICHIGAN
Unit ID Code   : WQ7TAA
Drill Weekend : 1
Type of Unit   : TDA Unit
Accounts :
   Unit Supply

                        *** Unit Strengths ***
                        Officer   Enlisted   Civilian
Authorized Reserve   :   11   206
Assigned Reserve   :   11   218
Authorized Full-Time :   1   9   0
Assigned Full-Time   :   1   9   0

                *** Full-Time Office Locations ***
Administrative : 2
Supply   : 3
Maintenance Administrative : 3
Maintenance Mechanics   : 1

                        *** Reserve Personnel ***
                *** Requiring Specialized Space ***
The Commanders and senior officers
Major General   : 0
Brigadier General : 0
Colonel   : 2
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space : 15
Number of Principal Staff Officers   :   2
Number of Cooks   :   5
Number of Unit Mechanics   : 10
Number of Unit Maintenance Administrative Personnel :   1

                        *** Unit Equipment ***
                        Authorized   Assigned   Actual
Tracked Vehicles   :   0   0   0
Wheeled Vehicles   :   22   53   40
Trailers   :   7   7   7
Crew Served Weapons :   2   4

                        *** Mission Information ***
This is an EXISTING Mission
   Modernization   : N
   Replacement   : N
   New Construction : N

*** Unit Information ***

```
Unit Name     : UHH1 ILLINOIS
Unit ID Code  : WSQZAA
Drill Weekend : 1
Type of Unit  : MTOE Unit
Accounts :
   Unit Supply
```

*** Unit Strengths ***

		Officer	Enlisted	Civilian
Authorized Reserve	:	49	201	
Assigned Reserve	:	48	207	
Authorized Full-Time	:	6	5	1
Assigned Full-Time	:	6	5	1

*** Full-Time Office Locations ***

```
Administrative : 9
Supply         : 1
Maintenance Administrative :  3
Maintenance Mechanics      :  5
```

*** Reserve Personnel ***
*** Requiring Specialized Space ***

```
The Commanders and senior officers
Major General     :  0
Brigadier General :  0
Colonel           :  1
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :  99
Number of Principal Staff Officers                  :   0
Number of Cooks                                     :   8
Number of Unit Mechanics                            :   3
Number of Unit Maintenance Administrative Personnel :   2
```

*** Unit Equipment ***

		Authorized	Assigned	Actual
Tracked Vehicles	:	0	0	0
Wheeled Vehicles	:	17	13	4
Trailers	:	5	3	5
Crew Served Weapons	:	2	3	

*** Mission Information ***

```
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

A-38

*** Unit Information ***

Unit Name   : 10TH PSY CHI
Unit ID Code   : WTL7AA
Drill Weekend : 2
Type of Unit   : MTOE Unit
Accounts :
   Unit Supply
   COMSEC

*** Unit Strengths ***

	Officer	Enlisted	Civilian
Authorized Reserve :	10	69	
Assigned Reserve :	11	73	
Authorized Full-Time :	1	1	1
Assigned Full-Time :	1	1	1

*** Full-Time Office Locations ***

Administrative : 2
Supply   : 1
Maintenance Administrative : 4
Maintenance Mechanics   : 2

*** Reserve Personnel ***
*** Requiring Specialized Space ***

The Commanders and senior officers
Major General   : 0
Brigadier General : 0
Colonel   : 0
There IS a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space : 56
Number of Principal Staff Officers   : 2
Number of Cooks   : 0
Number of Unit Mechanics   : 3
Number of Unit Maintenance Administrative Personnel : 1

*** Unit Equipment ***

	Authorized	Assigned	Actual
Tracked Vehicles :	0	0	0
Wheeled Vehicles :	16	22	21
Trailers :	7	7	7
Crew Served Weapons :	0	0	

*** Mission Information ***

This is an EXISTING Mission
   Modernization   : N
   Replacement   : N
   New Construction : N

A-39

*** Unit Information ***

```
Unit Name     : TEST 1
Unit ID Code  : 222221
Drill Weekend : 2
Type of Unit  : *** NOT KNOWN ***
   *** NO ACCOUNTS ***
```

*** Unit Strengths ***

	Officer	Enlisted	Civilian
Authorized Reserve :	0	0	
Assigned Reserve :	0	0	
Authorized Full-Time :	0	0	0
Assigned Full-Time :	0	0	0

*** Full-Time Office Locations ***

```
Administrative : 0
Supply         : 0
Maintenance Administrative : 0
Maintenance Mechanics      : 0
```

*** Reserve Personnel ***
*** Requiring Specialized Space ***

```
The Commanders and senior officers
Major General      : 0
Brigadier General  : 0
Colonel            : 0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space :   0
Number of Principal Staff Officers                 :   0
Number of Cooks                                    :   0
Number of Unit Mechanics                           :   0
Number of Unit Maintenance Administrative Personnel :  0
```

*** Unit Equipment ***

	Authorized	Assigned	Actual
Tracked Vehicles :	0	0	0
Wheeled Vehicles :	0	0	0
Trailers :	0	0	0
Crew Served Weapons :	0	0	

*** Mission Information ***

```
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

```
                       ***  Unit Information   ***
Unit Name      : TEST 2
Unit ID Code   : 222222
Drill Weekend  : 1
Type of Unit   : *** NOT KNOWN ***
   *** NO ACCOUNTS ***


                       ***  Unit Strengths  ***
                       Officer    Enlisted    Civilian
Authorized Reserve   :    0          0
Assigned Reserve     :    0          0
Authorized Full-Time :    0          0           0
Assigned Full-Time   :    0          0           0


                  ***  Full-Time Office Locations  ***
Administrative : 0
Supply         : 0
Maintenance Administrative :  0
Maintenance Mechanics      :  0


                       ***  Reserve Personnel  ***
                  ***  Requiring Specialized Space  ***
The Commanders and senior officers
Major General       :  0
Brigadier General :  0
Colonel           :  0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space  :   0
Number of Principal Staff Officers                  :   0
Number of Cooks                                     :   0
Number of Unit Mechanics                            :   0
Number of Unit Maintenance Administrative Personnel :   0


                       ***  Unit Equipment  ***
                       Authorized    Assigned    Actual
Tracked Vehicles    :      0            0          0
Wheeled Vehicles    :      0            0          0
Trailers            :      0            0          0
Crew Served Weapons :      0            0


                       ***  Mission Information  ***
This is an EXISTING Mission
   Modernization    : N
   Replacement      : N
   New Construction : N
```

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*** Unit Information ***

```
Unit Name     : TEST 3
Unit ID Code  : 222223
Drill Weekend : 3
Type of Unit  : *** NOT KNOWN ***
    *** NO ACCOUNTS ***
```

*** Unit Strengths ***

	Officer	Enlisted	Civilian
Authorized Reserve :	0	0	
Assigned Reserve :	0	0	
Authorized Full-Time :	0	0	0
Assigned Full-Time :	0	0	0

*** Full-Time Office Locations ***

```
Administrative : 0
Supply         : 0
Maintenance Administrative : 0
Maintenance Mechanics      : 0
```

*** Reserve Personnel ***
*** Requiring Specialized Space ***

```
The Commanders and senior officers
Major General     : 0
Brigadier General : 0
Colonel           : 0
There is NOT a HQ DET/CO Included
Number of Unit Members Requiring Open Office Space :   0
Number of Principal Staff Officers                 :   0
Number of Cooks                                    :   0
Number of Unit Mechanics                           :   0
Number of Unit Maintenance Administrative Personnel :  0
```

*** Unit Equipment ***

	Authorized	Assigned	Actual
Tracked Vehicles :	0	0	0
Wheeled Vehicles :	0	0	0
Trailers :	0	0	0
Crew Served Weapons :	0	0	

*** Mission Information ***

```
This is an EXISTING Mission
    Modernization    : N
    Replacement      : N
    New Construction : N
```

Appendix B: FINAL REPORTS

TABLE OF CONTENTS

1. COMPONENT USARC	FY 1990 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE Jan 89

3. INSTALLATION AND LOCATION USAR Center, Kingsbury, IN	4. AREA CONSTR COST INDEX 1.02

5. FREQUENCY AND TYPE UTILIZATION

Reservists - 4 weekends/month; 2 nights/week
Full-Time Personnel - 5 days/week

6. OTHER ACTIVE/GUARD/RESERVE INSTALLATIONS WITHIN 15 MILE RADIUS

NG Armory, LaPorte, IN - 8 miles

7. PROJECTS REQUESTED IN THIS PROGRAM

CATEGORY CODE	PROJECT TITLE	SCOPE	COST ($000)	DESIGN STATUS START	COMPLETE
174-40	USARC/OMS	29,518 SF	3,435	11/84	11/86

8. STATE RESERVE FORCES FACILITIES BOARD RECOMMENDATION

Facilities identified in Item 6 have been examined by the   28 Apr 88
Joint Service Reserve Component Facility Board for possible   *(Date)*
joint use/expansion. The board recommends unilateral construction.

9. LAND ACQUISITION REQUIRED

0
(Number of Acres)

10. PROJECTS PLANNED IN NEXT FOUR YEARS

Local Training Area - FY 1992   4000

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1. COMPONENT USARC	FY 1990 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE Jan 89

3. INSTALLATION AND LOCATION
USAR Center, Kingsbury, IN

11. PERSONNEL STRENGTH AS OF 31 Oct 88

	PERMANENT				GUARD/RESERVE		
	TOTAL	OFFICER	ENLISTED	CIVILIAN	TOTAL	OFFICER	ENLISTED
AUTHORIZE	10	2	6	2	326	49	277
ACTUAL	9	1	6	2	263	28	235

12. RESERVE UNIT DATA   ASGD/AUTH 81%

	STRENGTH	
UNIT DESIGNATION	AUTHORIZED	ACTUAL
4160TH USAR SCHOOL	156	113
542ND TRANS CO	170	150
Totals	326	263

13. MAJOR EQUIPMENT AND AIRCRAFT

TYPE	AUTHORIZED	ACTUAL
Wheeled Vehicles	58	60
Trailers	98	98
Totals	156	158

14. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES

	($000)
Air Pollution	0
Water Pollution	0
Safety and Occupational Health	0

DD Form 1390S/2, MAY 78   REPLACES DD FORM 1390S, DEC 76, WHICH IS OBSOLETE   Page 2 of 2

1. COMPONENT USARC	FY 1990 MILITARY CONSTRUCTION PROJECT DATA	2. DATE Jan 89

| 3. INSTALLATION AND LOCATION USAR Center, Kingsbury, IN | 4. PROJECT TITLE USARC/OMS | | |

| 5. PROGRAM ELEMENT 55994A | 6. CATEGORY CODE 174-40 | 7. PROJECT NUMBER CAR 90-00724 | 8. PROJECT COST ($000) 3,435 |

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITES:				2118
Training Building	SF	23807	71.00	(1690)
Maintenance Building	SF	5711	75.00	(428)
SUPPORTING FACILITES:				983
Site Improvement	LS			(409)
Telecommunications	LS			(17)
Paving	SY	22426	21.31	(478)
Lighting	LS			(79)
TOTAL CONSTRUCTION COST				3101
Contingencies (5%)				155
Supervision and Administration (5.5%)				179
TOTAL PROJECT COST				3435

10. DESCRIPTION OF PROPOSED CONSTRUCTION

This project will provide construction of a one-story Reserve center
consisting of single story, masonry construction, load bearing walls,
supporting bar joist, and metal roof decking. Interior steel columns are
supported on concrete spread footings. Air conditioning: 28 tons.

11. REQUIREMENT: 29,518 AC   Adequate: 0 AC   Substandard: 26,366 AC

PROJECT: Construct a 300- member USAR center and maintenance shop.
(Current mission)
REQUIREMENT: This project is required to house a Reserve School and
Transportation Company. It provides an expanded and modern
administrative
area, integral education facilities complete with classrooms, library,
learning center, instructor preparation areas, arms vault, storage
facilities, assembly hall, and kitchen facilities. The organizational
maintenance shop has four equipment work bays, supervisory office space,
tool and parts room, a battery storage and charging room, and flammable
storage room. A military equipment park with washrack has been provided
to meet storage and cleaning requirements for unit equipment.
CURRENT SITUATION: The units currently occupy a small fifty year old
facility which is in constant need of costly repairs. The pre-World War
II wooden buildings provide insufficient administrative area, inadequate
training space for unit members and the USAR school program, and some

DD FORM DEC 76 **1391**

3. INSTALLATION AND LOCATION

USAR Center, Kingsbury, IN

4. PROJECT TITLE	5. PROJECT NUMBER
USARC/OMS	CAR 90-00724

storage space. The buildings are poorly insulated with inefficient heating plant. Privately owned vehicle parking will accommodate only a very small percentage of unit members. The maintenance facility and military equipment park is provided off-site in a leased facility. IMPACT IF NOT PROVIDED: The government will continue to pay for leased maintenance facilities and pay the costs to repair and maintain antiquated facilities. The inability to provide a good teaching environment for the USAR school program degrades teaching efficiency and unit and individual proficiency will suffer.

12. SUPPLEMENTAL DATA:

  a. Estimated Design data:
    (1) Status:
      (a) Date Design Started. 11/84
      (b) Percent Complete as of January 1989. 100
      (c) Date Design 35% Complete 12/85
      (d) Date Design Complete 11/86
    (2) Basis:
      (a) Standard or Definitive Design - No
      (b) Where Design Was Most Recently Used N/A
    (3) Total cost (c) = (a) + (b) or (d) + (e) :   ($000)
      (a) Production of Plans and Specifications . . .(133)
      (b) All Other Design Costs . . . .(122)
      (c) Total. . . . .(255)
      (d) Contract . . . .(164)
      (e) In-house . . . .(91)
    (4) Construction start. 02/90
                                     month and year
  b. Equipment associated with this project which will be provided from other appropriations:

Equipment Nomenclature	Procuring Appropriation	Fiscal Year Appropriated Or Requested	Cost ($000)
Furniture	OMAR	1990	119
Kitchen Equipment	OMAR	1990	36
Wire Partitions	OMAR	1990	53
Metal Lockers	OMAR	1990	2
Dehumidifier	OMAR	1990	3
Shelving	OMAR	1990	1
Total			214

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APPENDIX C: INSTALLATION PROGRAM

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INSTALL BATCH FILES

The LCM system contains 10 floppy disks of 360K, which may be installed by using the command "install <drive:>". For example, you want to install the LCM system in C: drive, Key in "install C:". The LCM system will be installed in C:\MCAR and the empty data base will be installed in C:\MCAR\DBF. The installation step is described below. The first step is to put DISK 1 in Drive A: and key in "install C:". The screen will look like Figure C.1.

```
        ProjDoc  Version 28 SEP 1989
          ProjDoc Install Routine



Press any keys to continue . . . . .
```
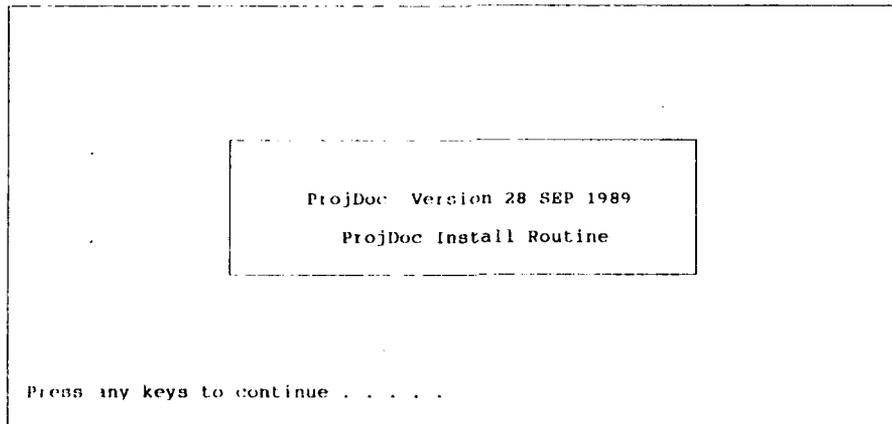
Figure C.1

After you press a key, the files in this floppy disk will be copied to your hard disk. Then follow the message which appears on screen. For example, after DISK 1 is copied to your hard disk, the screen look like Figure C.2.

```
        Insert the ProjDoc Disk 2 of 10 in drive A.



Press any keys to continue . . . . .
```

Figure C.2

Similarly, follow the messages which appear on screen to install the other floppy disks. After the 10

floppy disks are copied into your hard disk, the screen will look like Figure C.3.

```
ProjDoc has been successfully installed.
```

Figure C.3

This means that the LCM system has been successfully installed.

The installation is done by two batch files, INSTALL.BAT and UPDATER.BAT. The content of install.bat is:

```
echo off
a:
cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                    ProjDoc   Version 28 SEP 1989
echo
echo                       ProjDoc Install Routine
echo
echo
echo
echo
echo
echo
echo
echo
pause
cls
if "%1==" goto Helpinst
for %%f in (C:,c:,D:,d:,E:,e:,F:,f:,G:,g:,H:,h:,Y:,y:) do if %1.==%%f. goto
START
for %%f in (I:,i:,J:,j:,K:,k:,L:,l:,M:,m:,N:,n:,O:,o:,P:,p:,Z:,z:) do if
%1.==%%f. goto START
for %%f in (Q:,q:,R:,r:,S:,s:,T:,t:,U:,u:,V:,v:,W:,w:,X:,x:) do if %1.==%%f.
goto START
```

C-3

```
goto BADDRIVE

:START
md %1\mcar
md %1\mcar\dbf
cls
if exist %1\mcar\pd.exe goto WARNING
if exist %1\mcar\auto.bat goto WARNING
if exist %1\mcar\facility.exe goto WARNING
if exist %1\mcar\unit.exe goto WARNING
if exist %1\mcar\amsa.exe goto WARNING
if exist %1\mcar\ie_facil.exe goto WARNING
if exist %1\mcar\ie_unit.exe goto WARNING
if exist %1\mcar\ie_proj.exe goto WARNING
:CHECK_DBF
if exist %1\mcar\dbf\ar_fyp.dbf goto WARN_DBF
if exist %1\mcar\dbf\ar_unit.dbf goto WARN_DBF
if exist %1\mcar\dbf\ar_facil.dbf goto WARN_DBF
goto START_INSTALL
:WARNING
cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo            This installation will destroy the old executable files.
echo            Are you sure to do it? If yes, press any key to continue,
echo            otherwise, press CTRL-C to stop.
echo
echo
echo
echo
echo
echo
echo
pause
goto CHECK_DBF
:WARN_DBF
cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo            This installation will destroy the old data base files.
echo            Are you sure to do it? If yes, press any key to continue,
echo            otherwise, press CTRL-C to stop.
echo
echo
echo
echo
echo
echo
echo
pause
cls
```

```
:START_INSTALL
%1
cd\mcar
copy a:Updater.bat Updater.bat
Updater %1
goto END
:Helpinst
echo ^GPlease Try Again.  The Correct Install Command Is:
echo
echo     "INSTALL <drive:>"              To install ProjDoc.
echo
echo Install is aborted.
goto End
:BADDRIVE
echo
echo Invalid drive letter specified.  Install is aborted.
goto Helpinst
echo
:End
```

The content of updater.bat is:

```
echo off
cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo ProjDoc will be installed on drive %1
echo
echo Copying files to drive %1\MCAR . . .
echo
a:DISK1 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                        Insert the ProjDoc Disk 2 of 10 in drive A.
echo
echo
echo
echo
echo
echo
```

```
echo
pause

:TryAgain_2
echo
if not exist a:disk2.exe echo This is not ProjDoc Disk 2 of 10
if not exist a:disk2.exe echo Please Insert the ProjDoc Disk 2 of 10 in
drive A
if not exist a:disk2.exe pause
if not exist a:disk2.exe goto TryAgain_2

echo Copying files to drive %1\MCAR . . .
a:DISK2 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                         Insert the ProjDoc Disk 3 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_3
if not exist a:disk3.exe echo This is not ProjDoc Disk 3 of 10
if not exist a:disk3.exe echo Please Insert the ProjDoc Disk 3 of 10 in
drive A
if not exist a:disk3.exe pause
if not exist a:disk3.exe goto TryAgain_3

echo Copying files to drive %1\MCAR . . .
a:DISK3 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                         Insert the ProjDoc Disk 4 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_4
if not exist a:disk4.exe echo This is not ProjDoc Disk 4 of 10
if not exist a:disk4.exe echo Please Insert the ProjDoc Disk 4 of 10 in
```

```
drive A
if not exist a:disk4.exe pause
if not exist a:disk4.exe goto TryAgain_4

echo Copying files to drive %1\MCAR . . .
a:DISK4 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                      Insert the ProjDoc Disk 5 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_5
if not exist a:disk5.exe echo This is not ProjDoc Disk 5 of 10
if not exist a:disk5.exe echo Please Insert the ProjDoc Disk 5 of 10 in
drive A
if not exist a:disk5.exe pause
if not exist a:disk5.exe goto TryAgain_5

echo Copying files to drive %1\MCAR . . .
a:DISK5 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                      Insert the ProjDoc Disk 6 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_6
if not exist a:disk6.exe echo This is not ProjDoc Disk 6 of 10
if not exist a:disk6.exe echo Please Insert the ProjDoc Disk 6 of 10 in
drive A
if not exist a:disk6.exe pause
if not exist a:disk6.exe goto TryAgain_6

echo Copying files to drive %1\MCAR . . .
a:DISK6 /r
```

```
cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                      Insert the ProjDoc Disk 7 of 10 in drive A.
echo
echo
echo
echo
echo
echo
pause

:TryAgain_7
if not exist a:disk7.exe echo This is not ProjDoc Disk 7 of 10
if not exist a:disk7.exe echo Please Insert the ProjDoc Disk 7 of 10 in
drive A
if not exist a:disk7.exe pause
if not exist a:disk7.exe goto TryAgain_7

echo Copying files to drive %1\MCAR . . .
a:DISK7 /r


cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                      Insert the ProjDoc Disk 8 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_8
echo
if not exist a:disk8.exe echo This is not ProjDoc Disk 8 of 10
if not exist a:disk8.exe echo Please Insert the ProjDoc Disk 8 of 10 in
drive A
if not exist a:disk8.exe pause
if not exist a:disk8.exe goto TryAgain_8

echo Copying files to drive %1\MCAR . . .
a:DISK8 /r


cls
echo
echo
echo
```

```
echo
echo
echo
echo
echo
echo
echo
echo                        Insert the ProjDoc Disk 9 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_9
echo
if not exist a:disk9.exe echo This is not ProjDoc Disk 9 of 10
if not exist a:disk9.exe echo Please Insert the ProjDoc Disk 9 of 10 in
drive A
if not exist a:disk9.exe pause
if not exist a:disk9.exe goto TryAgain_9

echo Copying files to drive %1\MCAR . . .
a:DISK9 /r

cls
echo
echo
echo
echo
echo
echo
echo
echo
echo
echo                        Insert the ProjDoc Disk 10 of 10 in drive A.
echo
echo
echo
echo
echo
echo
echo
pause

:TryAgain_10
if not exist a:disk9.exe echo This is not ProjDoc Disk 10 of 10
if not exist a:disk9.exe echo Please Insert the ProjDoc Disk 10 of 10 in
drive A
if not exist a:disk9.exe pause
if not exist a:disk9.exe goto TryAgain_10

echo Copying files to drive %1\MCAR . . .
a:DISK10 /r
a:NOTE /r
cd \mcar\dbf
a:DBF /r

cd\mcar
if not exist auto.bat goto ErrProj
if not exist pd.exe    goto ErrProj
if not exist amsa.exe goto ErrProj
if not exist facility.exe goto ErrProj
if not exist unit.exe goto ErrProj
if not exist ie_proj.exe goto ErrProj
```

```
            if not exist ie_unit.exe goto ErrProj
            if not exist ie_facil.exe goto ErrProj

            cd\mcar\dbf
            if not exist ar_fyp.dbf   goto ErrProj
            if not exist ar_unit.dbf  goto ErrProj
            if not exist ar_facil.dbf  goto ErrProj

            cd\mcar
            cls
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo
            echo ProjDoc has been successfully installed.
            echo
            goto End
            :ErrProj
            echo
            echo ProjDoc is not Installed. Install is aborted.
            :End
```

INSTALLED FLOPPY DISK CONTENT

The file: contained on the installed floppy disks are:

```
                                          congen.frm
DISK 1.  fpy.exe                          efyp.frm
         pd0.ovl                          fcgen.frm
         rrsetup                          fcgenrmk.frm
DISK 2:  facility.exe                     fyp.frm
         pd2.ovl                          musgen.frm
         pd7.ovl                          pdip.frm
DISK 3:  ie_facil.exe                     probproj.frm
         ie_unit.exe                      promcar.frm
DISK 4:  unit.exe                         s_congen.frm
         minor.rpl                        s_fcgen.frm
         pd3.ovl                          t_congen.frm
         pd6.ovl                          t_fcgen.frm
         rrlan.ovl                        t_fyp.frm
DISK 5:  pd.exe                           lcm.mdf
         pd_path.exe                      programs.mdf
DISK 6:  minor.exe                        reports.mdf
         pd5.ovl                          utility.mdf
         wedit.exe                        reports.dbf
DISK 7:  amsa.exe                         rrunout.dbf
         auto.bat                         fyp.win
         automenu.com                     minor.win
         autotemp.bat
```

```
DISK  8:  ie_proj.exe
          error.txt
          pd1.ovl
          pd4.ovl
          pkfyp.exe
          rrsetup.hfc
DISK  9:  rrun.exe
          rruntime.exe
          runpath.bat
DISK 10:  utility.exe
          note.exe
          ar_amsa.dbf
          ar_calc.dbf
          ar_facil.dbf
          ar_fyp.dbf
          ar_fyp_i.dbf
          ar_guide.dbf
          ar_infos.dbf
          ar_mdep.dbf
          ar_minor.dbf
          ar_note.dbf
          ar_pamsa.dbf
          ar_plnfr.dbf
          ar_reqs.dbf
          ar_uatp.dbf
          ar_unit.dbf
          ar_utot.dbf
          fm_1390.dbf
          fm_1391a.dbf
          fm_1391b.dbf
          fm_memo.dbf
          fm_proj.dbf
          fm_unit.dbf
          mcar.dbf
          pe_1390.dbf
          pe_1391a.dbf
          pe_1391b.dbf
          pe_memo.dbf
          pe_proj.dbf
          pe_unit.dbf
          rcas_fac.dbf
          rcas_unt.dbf
          rrunout.dbf
          ar_note.dbt
          fm_memo.dbt
          pe_memo.dbt
```

NOTE: Before the files listed above are copied into floppy disks, all files are archived
       by the command PKARC. To conveniently install, self-extracting is provided by a
       batch file, SELFARC.BAT. The content of SELFARC.BAT is shown below.

```
COPY /B pksfx.pgm + %1.arc   %2.exe
```

USACERL DISTRIBUTION

Chief of Engineers
ATTN: CEHEC-IM-LH (2)
ATTN: CEHEC-IM-LP (2)
ATTN: CERD-L

Fort Belvoir, VA
  ATTN: CECC-R 22060

Fort McPherson, GA
  ATTN: FCEN-CDR

Fort Meade, MD 20755
  ATTN: AFKA-EN

Fort Gillem, GA 30050
  ATTN: AFKD-EN

Fort Sheridan, IL 60037
  ATTN: AFKE,EN

Fort Sam Houston, TX 78234
  ATTN: AFKB-EN

Presidio of San Francisco, CA 94129
  ATTN: AFKC-EN

US Army Reserve
  ATTN: ARSC-R

Fort Shafter, HI 96858
  ATTN: AFKC-EN

USAEDH, AL 35807
  ATTN: CEHND-ED-ES (100)
  ATTN: CEHND-IM-C

Defense Technical Info. Center 22304
  ATTN: DTIC-FAB (2)